

**Norwich Christian Resources**  
(a company limited by guarantee)

**Annual Report and Financial Statements**

**Year ended 30 September 2019**

Company number 6675645

Charity number 1135412

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**Norwich Christian Resources**  
(a company limited by guarantee)

**Annual Report and Financial Statements**  
**Year ended 30 September 2019**

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**Annual Report and Financial Statements  
Year ended 30 September 2019**

**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**

Rev Alaric Lewis (appointed 11 March 2019)  
Mrs L Marsh  
Mrs M Smith  
Mr P Talbot (Chairman)  
Rev Neil Walker

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 2019**

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 2019.

### **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.

### **Going concern**

#### **Post balance sheet events**

Following the Coronavirus pandemic, the charity temporarily ceased trading in March 2020 as advised by H M Government. The Trustees have considered the charity's position at the time of signing the financial statements, and in particular the impact of Covid-19 and lockdown on the ability to generate funding from the shop and café. Under the current circumstances, it is difficult to produce precise forecasts for the remainder of the financial year and medium term. Nevertheless, the Trustees have considered the current position of the charity, and have concluded that they have a reasonable expectation that the charity will have adequate resources to continue in operational existence for the foreseeable future, being at least twelve months from the date of signing these financial statements. They therefore continue to adopt the going concern basis of accounting in preparing these financial statements.

## **Report of the Trustees (continued)**

### **Year ended 30 September 2019**

#### **Achievements and performance**

##### **Review of activities, performance and future plans**

During the year the Trustees completed a review of the charity's objectives and agreed on a vision with supporting statements outlining business, pastoral and financial aims. Actions have been identified in the manner of a strategic plan which encourages short, medium and longer term objectives.

One of these needs identified a risk service interruption in the event of the kitchen equipment breaking down. I am grateful to Margaret Smith, trustee, who put together an appeal to our supporters and within a matter of less than four weeks £6,525 was raised which allowed us to replace all essential appliances. Thanks to another donation of £1,250 we have also been able to replace some old IT equipment.

The trustees continued to meet regularly through the year to monitor performance and progress and review policies. We are acutely aware that we are currently unable to meet our reserves policy which requires that we should maintain unrestricted reserves equivalent to three months expenses to guard against a drop in income or equipment breakdowns. Essentially our reserves policy is to rely upon our supporters as we demonstrated from the recent kitchen appeal and although this has to be managed responsibly, as a 'not for profit' organisation our ability to generate reserves from trading profits is otherwise limited.

Shop sales during the year were down 3% although they include a rise in donated second hand books. Café sales on the other hand were up 12.7%

Pressures remain on our expenses partly due to the rise in the minimum wage and a scheduled rent increase.

I would like to place on record my thanks to all the staff, volunteers and trustees for their ongoing commitment to Revelation.

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 £6,860.

##### **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 2019**

**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.

On behalf of the Board of Trustees



P Talbot  
Chairman of the Trustees  
1 September 2020.

## **Appendix to the Report of the Trustees**

### **In-house and outreach events**

#### **October 2018**

- Bookstall for annual science lecture at Norwich Cathedral
- Outreach talk to local free church coffee morning by Steve Foyster about Revelation Resource Centre.

#### **November 2018**

- Book launch for former Bishop of Thetford concerning environmental issues.

#### **December 2018**

- Bookstall at ministerial training conference.

#### **February 2019**

- Talk on homelessness in Norwich by a former Big Issue seller.

#### **March 2019**

- 3 x weekly Lent Course meetings in association with BBC Radio Norfolk.
- Bookstall at ministerial training conference.
- Book launch for local author on mental wellbeing through meditation.

#### **April 2019**

- 2 x weekly Lent Courses in association with BBC Radio Norfolk.
- Sponsored Matched Fundraising walk with 25 participants.

#### **May 2019**

- 3 x Diocesan suppers for local Anglican readers in training.
- Bookstall at ministerial training conference.
- Event dealing with Post Traumatic Stress Disorder.
- Book launch for local author.

#### **June 2019**

- 3 x Diocesan suppers for local Anglican readers in training.
- Bookstall at ministerial training conference.
- Listening skills event.

#### **August 2019**

- 2 x Bookstalls at ministerial training annual summer school.

#### **September 2019**

- Public access to view inside St Michaels-at-Plea church where NCR/Revelation is sited as part of Norwich Heritage Open Days - Friday 13th through to Sunday 22nd inclusive

**Independent Examiner's report  
For the year ended 30 September 2019**

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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 2019 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.

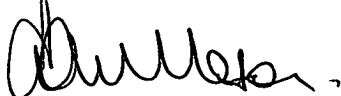
**Independent examiner's statement**

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:

- accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- 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
- 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 2019**

	<b>Unrestricted funds Total 2019 £</b>	<b>Unrestricted funds Total 2018 £</b>
<b>Income</b>		
Donations	20,116	17,374
Subscriptions and membership	16,750	13,119
Shop and café income	229,999	228,791
<b>Total income</b>	<b>266,865</b>	<b>259,284</b>
<b>Expenditure (note 5)</b>		
Charitable activities	267,818	257,873
Other	750	750
<b>Total expenditure</b>	<b>268,568</b>	<b>258,623</b>
<b>Net (expenditure)/income</b>	<b>(1,703)</b>	<b>661</b>
Funds at 1 October 2018	8,563	7,902
<b>Funds at 30 September 2019</b>	<b>6,860</b>	<b>8,563</b>

**Statement of financial position  
as at 30 September 2019**

	Notes	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	8	5,358	1,203
<b>Current assets</b>			
Stock		47,329	48,501
Debtors	9	1,087	-
Bank and cash		599	1,505
		<u>49,015</u>	<u>50,006</u>
<b>Creditors:</b>			
Amounts falling due within one year	10	(47,513)	(42,646)
<b>Net current assets</b>		<u>1,502</u>	<u>7,360</u>
<b>Net assets</b>		<u>6,860</u>	<u>8,563</u>
<b>General funds</b>			
Unrestricted		6,860	8,563
<b>Total funds</b>		<u>6,860</u>	<u>8,563</u>

For the financial period ended 30 September 2019 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 1 September 2020 and are signed on its behalf by:



P Talbot  
Chairman

Company registration number 6675645

## Notes to the financial statements

### Year ended 30 September 2019

#### 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 2019

#### 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

	2019 £	2018 £
<b>Charitable activities</b>		
Advertising	884	522
Purchases	119,494	116,865
Property expenses	40,343	42,121
Subscriptions	660	660
Salaries and national insurance	95,247	87,509
Pension contributions	429	226
Professional fees	1,081	1,116
Office costs	4,613	5,044
Travel and subsistence	497	405
Finance charges	2,871	2,202
Depreciation of plant and machinery	1,699	1,203
	<b>267,818</b>	<b>257,873</b>
<b>Other</b>		
Examiner's fee	750	750
	<b>268,568</b>	<b>258,623</b>

#### 6 Trustees' remuneration and benefits

The Trustees received no remuneration, benefits or expenses during the year (2018: £nil). There were no

**Notes to the financial statements (continued)**  
**Year ended 30 September 2019**

**7 Staff costs**

	2019	2018
	£	£
Wages and salaries	94,546	87,017
Social security costs	701	408
Employer pension contributions	429	226
	<u>95,676</u>	<u>87,651</u>

During the year the average number of employees was 9 (2018: 9)

**8 Tangible fixed assets**

	Plant and machinery £
<b>Cost</b>	
At 1 October 2018	12,233
Additions	5,854
At 30 September 2019	<u>18,087</u>
<b>Depreciation</b>	
At 1 October 2018	11,030
Charge for the year	1,699
At 30 September 2019	<u>12,729</u>
<b>Net book value at 30 September 2019</b>	<u>5,358</u>
Net book value at 30 September 2018	<u>1,203</u>

**9 Debtors**

	2019	2018
	£	£
Prepayments	1,087	-

**10 Creditors: amounts falling due within one year**

	2019	2018
	£	£
Bank overdraft	4,392	3,833
Trade creditors	36,385	34,317
Taxation and social security	3,873	3,120
Accruals and deferred income	1,613	1,076
Other creditors	1,250	300
	<u>47,513</u>	<u>42,646</u>