

**REGISTERED COMPANY NUMBER: 06675645 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1135412**

Report of the Trustees and  
Unaudited Financial Statements For The Year Ended 30 September 2012  
for  
Norwich Christian Resources



Abacus Accountants Norwich Ltd  
Suite1, The Hub  
St Mary's House  
Duke Street  
Norwich  
Norfolk  
NR3 1QA

**Norwich Christian Resources**

**Contents of the Financial Statements**  
**for the Year Ended 30 September 2012**

	<b>Page</b>
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5 to 6
Notes to the Financial Statements	7 to 9
Detailed Statement of Financial Activities	10

Report of the Trustees  
for the Year Ended 30 September 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 September 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

06675645 (England and Wales)

**Registered Charity number**

1135412

**Registered office**

St Michael at Plea Church  
Redwell Street  
Norwich  
NR2 4SN

**Trustees**

P Talbot	- appointed 16 7 12
J E Gill	
R Wharton	
C G Bolton	
D L Smith	- resigned 31 8 12
P Butcher	- appointed 10 9 12
IS Walters	- resigned 10 9 12

**Company Secretary**

**Independent Examiner**

John Mason ACMA, CGMA  
Abacus Accountants Norwich Ltd  
Sutel, The Hub  
St Mary's House  
Duke Street  
Norwich  
Norfolk  
NR3 1QA

**EVENTS SINCE THE END OF THE YEAR**

Information relating to events since the end of the year is given in the notes to the financial statements.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

There have been an average of five trustees throughout the period. Any new appointments are at the recommendation of the board.

**Induction and training of new trustees**

All new trustees are given the necessary information to understand the working of the charity to be made aware of their legal responsibilities according to Charity and Company Law.

**Organisational structure**

The board is as determined by the governing document. When the board meets a quorum is the greater of 2 trustees or one third of the total number of trustees. (Memorandum of association of C C 39/2)

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The Norwich CRC seeks to provide for the benefit 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

### **Significant activities**

#### **Volunteers**

The centre provides a place for voluntary opportunities for people to enhance their working and social skills Without volunteer help, the Centre would not be financially viable

## **BUSINESS AND FINANCIAL REVIEW**

This has been another difficult year for the Norwich Christian Resource Centre but thanks to the generosity of our supporters and the hard work of our staff and volunteers we live to fight another day and an excess of income over expenditure has been recorded

On behalf of the trustees I would like to place on record our considerable thanks to Steve Foyster for his leadership, commitment and dedication through this difficult period

High Street retailing continues to be extremely challenging during these harsh economic times and coupled with competition from on line businesses there is constant pressure on profit margins That said we are blessed with staff who have an in depth knowledge of the business which enables us to provide a service second to none in the Christian book and resource markets During the year we have developed sales of second hand books, generously donated by various people and we shall also be seeking to develop an on line purchasing facility

We are constantly looking at ways of developing our activities Thanks to a staff secondment from the John Lewis Partnership we now have new signage and carpeting for the Forget Me Not café A marketing drive was also undertaken as part of this exercise A grant from the Geoffrey Watling Trust funded a new dishwasher Stock levels in the book shop have been streamlined By the very nature of the premises which we occupy our overheads, particularly for heating the church run high Steve organised a sponsored cycle ride and cycled from Norwich to Oxford which raised funds to buy equipment that will help to reduce our heating bill

Staff have taken a wage cut and all costs are kept under regular review I would also like to place on record thanks to our landlord, Norwich Historic Churches Trust for their understanding of our situation We are grateful for donations totalling £2000 from various church organisations which have helped us considerably

Donations from individuals and church groups are and will continue to be an essential source of income for us I believe the Norwich Christian Resource Centre offers something special and clearly many other people think so too With your continued support we hope we shall be able to continue to operate and offer this valuable resource to the people of Norwich and surrounding area

## **ON BEHALF OF THE BOARD**



P Talbot - Chairman of the Trustees

22 November 2012

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

I report on the accounts for the year ended 30 September 2012 set out on pages four to nine

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

John Mason ACMA, CGMA  
Abacus Accountants Norwich Ltd  
Suite1, The Hub  
St Mary's House  
Duke Street  
Norwich  
Norfolk  
NR3 1QA

22 November 2012

Norwich Christian Resources

Statement of Financial Activities  
for the Year Ended 30 September 2012

		30/9/12 Unrestricted funds £	30/9/11 Total funds £
	Notes		
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		23,625	8,354
Activities for generating funds	2	<u>276,042</u>	<u>302,603</u>
<b>Total incoming resources</b>		299,667	310,957
 <b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Fundraising trading cost of goods sold and other costs		<u>285,318</u>	<u>328,839</u>
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>		14,349	(17,882)
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<u>(44,781)</u>	<u>(26,899)</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>(30,432)</u></u>	<u><u>(44,781)</u></u>

The notes form part of these financial statements

Norwich Christian Resources

Balance Sheet

At 30 September 2012

		30/9/12 Unrestricted funds £	30/9/11 Total funds £
	Notes		
<b>FIXED ASSETS</b>			
Tangible assets	6	1,938	2,584
<b>CURRENT ASSETS</b>			
Stocks		43,577	55,689
Debtors	7	120	1,254
Prepayments and accrued income		<u>1,227</u>	<u>-</u>
		44,924	56,943
<b>CREDITORS</b>			
Amounts falling due within one year	8	(61,794)	(83,808)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<u>(16,870)</u>	<u>(26,865)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		(14,932)	(24,281)
<b>CREDITORS</b>			
Amounts falling due after more than one year	9	(15,500)	(20,500)
<b>NET ASSETS/(LIABILITIES)</b>		<u>(30,432)</u>	<u>(44,781)</u>
<b>FUNDS</b>	10		
Unrestricted funds		(30,432)	(44,781)
<b>TOTAL FUNDS</b>		<u>(30,432)</u>	<u>(44,781)</u>

The notes form part of these financial statements

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2012

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 September 2012 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 April 2008)

The financial statements were approved by the Board of Trustees on 19 November 2012 and were signed on its behalf by

A handwritten signature in black ink, appearing to read 'P Talbot', written in a cursive style.

P Talbot -Trustee





Notes to the Financial Statements - continued  
for the Year Ended 30 September 2012

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 September 2012 nor for the year ended 30 September 2011

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 30 September 2012 nor for the year ended 30 September 2011

**5. STAFF COSTS**

	30/9/12	30/9/11
	£	£
Wages and salaries	79,216	82,412
Social security costs	<u>4,438</u>	<u>6,065</u>
	<u>83,654</u>	<u>88,477</u>

**6. TANGIBLE FIXED ASSETS**

	Plant and machinery £
<b>COST</b>	
At 1 October 2011 and 30 September 2012	<u>5,948</u>
<b>DEPRECIATION</b>	
At 1 October 2011	3,364
Charge for year	<u>646</u>
At 30 September 2012	<u>4,010</u>
<b>NET BOOK VALUE</b>	
At 30 September 2012	<u>1,938</u>
At 30 September 2011	<u>2,584</u>

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30/9/12	30/9/11
	£	£
Other debtors	<u>120</u>	<u>1,254</u>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30/9/12	30/9/11
	£	£
Bank loans and overdrafts	11,380	2,718
Trade creditors	37,282	59,260
Taxation and social security	5,529	3,395
Other creditors	<u>7,603</u>	<u>18,435</u>
	<u>61,794</u>	<u>83,808</u>

Notes to the Financial Statements - continued  
for the Year Ended 30 September 2012

**9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	30/9/12	30/9/11
	£	£
Other creditors	<u>15,500</u>	<u>20,500</u>

**10. MOVEMENT IN FUNDS**

	At 1/10/11	Net movement in funds	At 30/9/12
	£	£	£
<b>Unrestricted funds</b>			
General fund	(44,781)	14,349	(30,432)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>(44,781)</u>	<u>14,349</u>	<u>(30,432)</u>

Net movement in funds, included in the above are as follows

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	299,667	(285,318)	14,349
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>299,667</u>	<u>(285,318)</u>	<u>14,349</u>

**11. POST BALANCE SHEET EVENTS**

On 19th November a pledge was made to convert Long Term Loans totalling £15,500 into a donation. This reduces the net liabilities of the business to £14,932

**12. GOING CONCERN**

The Trustees have reviewed the net liability position of the business and assessed the prospects for the coming 12 months. Since the balance sheet date the net liability position has been reduced by £15,500. Having given due consideration to this, the net surplus attained in the year now ended, and the Trustees' actions to contain costs and increase online sales the Trustees believe it is appropriate to prepare the accounts on the going concern basis.