

Norwich Christian Resources
(a company limited by guarantee)

Annual Report and Financial Statements

Year ended 30 September 2013

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 2013

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Norwich Christian Resources

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Annual Report and Financial Statements Year ended 30 September 2013

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

C G Bolton
P Butcher
J E Gill
P Talbot (Chairman)
R Wharton

All trustees are directors

Independent Examiner

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

Report of the Trustees

Year ended 30 September 2013

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 2013

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. In particular the Trust maintained an ongoing contact with both the Assist Trust and Hebron House who help us with volunteers suffering from learning difficulties and rehabilitation requirements respectively. The Trustees would also like to thank all volunteers for their contribution in the running of the centre.

Report of the Trustees (continued) Year ended 30 September 2013

Achievements, performance and future plans

Review of activities and performance

During the year the Trust has hosted a range of events and bookstalls. The more significant events are listed below.

- * The café area was host to a bible study group for up to 12 participants on a monthly basis.
- * The church provided an environment for readers and ordinands in training to study and worship.
- * The church formed part of the 'Go-Go Gorilla' trail championed by Norfolk County Council. Our 'Gorilla' was painted by the children of Cringleford School, Norwich and attracted many visitors to the church.
- * We were one of many city centre churches open to sign off walkers and cyclists involved in a fundraising activity for Norfolk Churches Trust appeal fund.
- * Over 20 participants took part in our annual fundraising appeal. Over £2,000 was raised for the benefit of the centre.
- * The Trust's manager, Steve Foyster, completed a solo sponsored cycle ride from Norwich to Llandudno, raising over £2,000 for the centre.
- * During the year the trust organised a range of events to raise additional funds for the centre. These include, supper and talks, charity auctions and tours of local heritage sites.
- * During the year the trust was involved with various bookstalls throughout the city which contributed to the promotion and awareness of the Trust's activities.

Plans for future periods

Financially, the Trust is currently going through a difficult period. The Trustees are in the process of ensuring that sufficient funds are made available through donations and profit so that the charity can continue in operation for the foreseeable future.

Financial review

Principal funding sources

The Trust continues to operate as a Christian shop and café within the church of St Michaels at Plea in Norwich. The profits from sales, donations and memberships are used to fund the running costs of the charity. In the current year donations (including gift aid) totalling £41,282 were received from grateful donors. In addition a further £14,500 has been written off loans which have been waived in the year. Total turnover including donations amounted to £331,022. A surplus of £20,756 has been made in the year.

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 deficit of £9,676.

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 incoming resources and application of resources, including its 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.

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.

On behalf of the Board of Trustees


P Talbot

Chairman of the Trustees

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

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I report on the accounts of the charity for the year ended 30 September 2013 which are set out on pages 5 to 9

Respective responsibilities of Trustees and Examiner

The charity's Trustees (who are also 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.

It is my responsibility to

- * examine the accounts under section 145 of the 2011 Act,
- * 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 Independent Examiner's report

My examination was carried out in accordance with 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 statement below.

Independent Examiner's statement

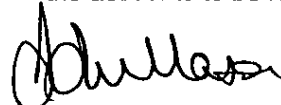
In connection of my examination, no matter has come to my attention

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

- * to keep accounting records in accordance with section 130 of the 2011 Act, 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



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**Statement of Financial Activities
and Income and Expenditure Account
Year ended 30 September 2013**

	Unrestricted funds Total 2013 £	Unrestricted funds Total 2012 £
Incoming resources		
Incoming resources from generated funds		
<i>Voluntary income</i>		
Donations	55,782	21,534
Subscriptions and membership	3,642	2,091
<i>Activities for generating funds</i>		
Shop and café income	269,598	271,167
Grants received	2,000	4,875
Total incoming resources	331,022	299,667
Resources expended (note 3)		
Cost of generating funds	1,199	1,615
Charitable activities	283,600	270,516
Governance costs	25,467	13,187
Total resources expended	310,266	285,318
Net incoming resources	20,756	14,349
Total funds brought forward	(30,432)	(44,781)
Total funds carried forward (note 10)	(9,676)	(30,432)

Balance Sheet
as at 30 September 2013


	Notes	2013 £	2012 £
Fixed assets			
Tangible assets	7	1,609	1,938
Current assets			
Stock		59,431	43,577
Debtors		-	120
Prepayments and accrued income		420	1,227
		<u>59,851</u>	<u>44,924</u>
Creditors:			
Amounts falling due within one year	8	(71,136)	(61,794)
Net current liabilities		<u>(11,285)</u>	<u>(16,870)</u>
Total assets less current liabilities		<u>(9,676)</u>	<u>(14,932)</u>
Creditors:			
Amounts falling due after more than one year	9	-	(15,500)
Net liabilities		<u>(9,676)</u>	<u>(30,432)</u>
General funds			
Unrestricted	10	(9,676)	(30,432)
Total funds		<u>(9,676)</u>	<u>(30,432)</u>

These financial statements have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

For the financial period ended 30 September 2013 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 27 January 2014 and are signed on its behalf by


P Talbot
Chairman

Company registration number 6675645

The notes form part of these financial statements

Notes to the financial statements
Year ended 30 September 2013

1 Accounting policies

A summary of the accounting policies, which have been applied consistently, is set out below

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005, the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

(b) 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

(c) Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

(d) Resources expended

Expenditure is recognised on an accruals basis. Expenditure includes any Value Added Tax which cannot be fully recovered, and is reported as part of the expenditure to which it relates

- * Cost of generating funds include the costs associated with the promotion of the Resource Centre
- * 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
- * Governance 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

(e) Tangible fixed assets

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 reducing balance
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(f) Stocks

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

(g) Taxation

The charity is exempt from corporation tax on its charitable activities

(h) Hire purchase and 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

2 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

Notes to the financial statements (continued)
Year ended 30 September 2013

3 Total resources expended

	2013 £	2012 £
Cost of generating funds		
Advertising	1,199	1,615
Charitable activities		
Purchases	151,782	155,626
Property expenses	42,219	30,541
Subscriptions	677	695
Salaries and national insurance	88,922	83,654
	<u>283,600</u>	<u>270,516</u>
Governance costs		
Examiner's fee	2,752	1,508
Professional fees	1,514	-
Office costs	8,434	7,353
Website development	4,700	-
Travel	892	779
Finance charges	6,638	2,901
Depreciation of plant and machinery	537	646
	<u>25,467</u>	<u>13,187</u>
Total resources expended	<u><u>310,266</u></u>	<u><u>285,318</u></u>

4 Net incoming resources

Net incoming resources are stated after charging

	2013 £	2012 £
Depreciation of owned assets	537	646
Other operating leases	<u>25,417</u>	<u>10,417</u>

5 Trustees' remuneration and benefits

The Trustees received no remuneration, benefits or expenses during the year (2012 £nil)

6 Staff costs

	2013 £	2012 £
Wages and salaries	84,868	79,216
Social security costs	<u>4,054</u>	<u>4,438</u>
	<u><u>88,922</u></u>	<u><u>83,654</u></u>

Notes to the financial statements (continued)
Year ended 30 September 2013

7 Tangible fixed assets

	Plant and machinery £
Cost	
At 1 October 2012	5,948
Additions	208
At 30 September 2013	<u>6,156</u>
Depreciation	
At 1 October 2012	4,010
Charge for the year	537
At 30 September 2013	<u>4,547</u>
Net book value at 30 September 2013	<u><u>1,609</u></u>
Net book value at 30 September 2012	<u><u>1,938</u></u>

8 Creditors: amounts falling due within one year

	2013 £	2,012 £
Bank loans and overdrafts	11,290	11,380
Trade creditors	35,766	37,282
Taxation and social security	10,147	5,529
Other creditors	13,933	7,603
	<u>71,136</u>	<u>61,794</u>

9 Creditors: amounts falling due after more than one year

	2013 £	2,012 £
Other creditors	<u>-</u>	<u>15,500</u>

10 General fund

Balance at 1 October 2012	(30,432)
Net movement in funds	20,756
Balance at 30 September 2013	<u><u>(9,676)</u></u>

All funds are unrestricted