

Charity number 1091429

Norfolk and Norwich Horticultural Society 2002  
Annual Report and Statement of Accounts  
For the period ended 30 September 2014

## **Norfolk and Norwich Horticultural Society 2002 Annual report for the period ended 30 September 2014**

The committee submits its annual report and the financial statements of Norfolk and Norwich Horticultural Society 2002 for the period ended 30 September 2014. The committee confirms that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the society's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

### **STRUCTURE GOVERNANCE & MANAGEMENT**

#### **Constitution**

Norfolk and Norwich Horticultural Society 2002, c/o The Treasurer, Varne, Wymondham Road, Bunwell, Norwich, Norfolk, NR16 1NB, has been established by a written Constitution since 29 March 2002. It is registered with the Charity Commissioners under Registration Number 1091429.

#### **Selection of Committee Members**

Committee Members are entitled to serve for three years. Committee Members are elected at the Annual General Meeting.

The charity is administered by the principal officers of the committee who, during the year, comprised of:

David Lawrence OBE (President)  
James Debbage (Vice-President)  
Martyn Davey (Chairman)  
Sharon Copple (General Secretary)  
Norma Howes (Treasurer & Membership Secretary)  
Sarah Barley  
Simon Gaches  
Kristopher Harper  
Joy King  
Robin McDonald (Show Secretary)  
Ian Roofe (Social Secretary)  
Cynthia Young

### **OBJECTIVES & ACTIVITIES**

#### **Objects, Activities and Achievements**

The purpose of the charity is to increase the interest in Horticulture generally and to hold shows and arrange lectures and trips with this objective. The society was formed, with an updated constitution, to take over the activities formerly carried on by Norfolk & Norwich Horticultural Society.

#### **BANKERS**

Barclays Bank plc, Red Lion St, Norwich, Norfolk.

# Norfolk and Norwich Horticultural Society 2002

## Annual report for the period ended 30 September 2014

### FINANCIAL REVIEW

#### Financial Results

The balance sheet shows a satisfactory position at 30 September 2014, with current assets exceeding current liabilities by £23,327 - this figure being the total funds at the period end. The society's funds are mainly held in bank deposit and current accounts. It is felt that the level of funds held is needed for financing the activities.

#### Reserves Policy

The committee is conscious of the need to maintain a level of reserves sufficient to meet planned and unforeseen fluctuations in income and expenditure for the foreseeable future.

Present free reserves amount to £23,327, representing 12 months of total expenditure.

### COMMITTEE MEMBERS' RESPONSIBILITIES STATEMENT

The committee members are responsible for preparing its annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the committee members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the society and of the incoming resources and application of resources of the society for that period. In preparing these financial statements, the committee members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the society will continue in operation.

The committee members are responsible for keeping proper accounting records that are sufficient to show and explain the society's transactions and disclose with reasonable accuracy at any time the financial position of the society and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Management Committee on 20 November 2014 and signed on their behalf by:

.....  
Martyn Davey  
Chairman

**Norfolk and Norwich Horticultural Society 2002**  
**Statement of financial activities**  
**Period ended 30 September 2014**

	<b>Unrestricted funds</b>		<i>Unrestricted funds</i>	
	<b>1 January 2014 to 30</b>		<i>1 January 2013 to 31</i>	
	<b>September 2014</b>		<i>December 2013</i>	
Note	£	£	£	£
<b>Incoming resources from generated funds</b>				
<i>Voluntary income</i>				
Shows - donations		175		37
General income - members subscriptions		3,431		3,250
General income - affiliated society medals		15		10
General income - affiliated society subscriptions		726		1,040
General income - corporate subscriptions		120		60
General income - tax refund (gift aid)		600		576
<i>Fundraising income</i>				
Show income		5,708		9,125
Social events - lectures and trips		990		794
General income - tombola		739		870
<i>Investment income</i>				
General income - bank and interest		86		435
<b>Total incoming resources</b>		<b>12,590</b>		<b>16,198</b>
<b>Resources expended</b>				
<i>Charitable activities - Direct costs</i>				
Shows - general expenses		7,082		10,561
Shows - medal and engraving		1,862		792
Shows - show secretaries honorariums	2a	-		1,100
Shows - flower arranger's honorariums	2a	-		200
		<b>(8,944)</b>		<b>(12,652)</b>
<i>Costs of generating funds</i>				
Social events - lecturers and room hire		1,522		1,258
Social events - social secretary's honorarium	2a	-		250
		<b>(1,522)</b>		<b>(1,508)</b>
Carried forward		<b>£ 2,124</b>		<b>£ 2,037</b>

**Norfolk and Norwich Horticultural Society 2002**  
**Statement of financial activities (continued)**  
**Period ended 30 September 2014**

		<b>Unrestricted funds</b>		<i>Unrestricted funds</i>	
		<b>1 January 2014 to 30</b>		<i>1 January 2013 to 31</i>	
		<b>September 2014</b>		<i>December 2013</i>	
	Note	£	£	£	£
Brought forward			2,124		2,037
<i>Charitable activities - support costs</i>					
General - affiliations to national societies		146		663	
General - printing, postage and stationery		1,699		2,337	
General - telephone		354		371	
General - general insurance and licences		228		228	
General - other honorariums	2a	-		1,380	
General - mileage	2b	198		253	
			<u>(2,624)</u>		<u>(5,232)</u>
<i>Governance</i>					
General - accountants' fees	3	570		656	
General - bank charges		-		20	
			<u>(570)</u>		<u>(676)</u>
<b>Net incoming/(outgoing) resources</b>			<u>(1,071)</u>		<u>(3,871)</u>
Total funds brought forward			24,397		28,268
<b>Total funds carried forward</b>			<u>£ 23,327</u>		<u>£ 24,397</u>

The notes to the accounts on pages 6 to 7 form part of these accounts.

**Norfolk and Norwich Horticultural Society 2002**  
**Balance sheet**  
**As at 30 September 2014**

	<b>30 September 2014</b>		<i>31 December 2013</i>	
	£	£	£	£
<b>Current assets</b>				
Stocks	30		200	
Debtors	6,100		-	
Cash at bank :				
- Deposit account : 93150909	17,024		20,437	
- General account : 50661864	1,297		4,855	
		<u>24,451</u>		<u>25,492</u>
 <b>Creditors due within one year</b>				
Accruals	1,125		1,095	
		<u>(1,125)</u>		<u>(1,095)</u>
 <b>Net current assets</b>		<u>23,325</u>		<u>24,397</u>
 <b>Net assets</b>		<u>£ 23,325</u>		<u>£ 24,397</u>
 <b>Charity Funds</b>				
Unrestricted funds	£	<u>23,327</u>	£	<u>24,397</u>

Approved by the Principal Officers of the Committee on 20 November 2014 and signed on their behalf by:

.....  
M Davey  
Chairman

.....  
Mrs S Copple  
General Secretary

The notes to the accounts on pages 6 to 7 form part of these accounts.

**Norfolk and Norwich Horticultural Society 2002**  
**Notes to the accounts**  
**For the period ended 30 September 2014**

**1 ACCOUNTING POLICIES**

**1.1 Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005 and applicable accounting standards.

**1.2 Incoming resources**

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

**1.3 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

**1.6 Stock**

Stock is valued at the lower of cost and market value.

**1.7 Fixed assets**

Fixed assets are written off in the year of purchase.

**Norfolk and Norwich Horticultural Society 2002**  
**Notes to the accounts**  
**For the period ended 30 September 2014**

**2 COMMITTEE MEMBERS REMUNERATION AND EXPENSES :**

	2014 £	2013 £
<b>a</b> The following honorariums were paid in the year :		
Chairman : Mr M Davey	-	300.00
General secretary : Mrs S Copple	-	200.00
Treasurer & Membership secretary : Mrs N Howes	-	800.00
Fundraising secretaries : Mr & Mrs D Sheldrake	-	80.00
	<hr/>	<hr/>
	-	1,380.00
Show secretaries : Mrs R McDonald & Mr I Roofe	-	1,100.00
Social secretary : Mrs J Srigley	-	250.00
Flower Arranging : Mrs J Petherick	-	200.00
	<hr/>	<hr/>
	£ -	£ 2,930.00
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**b** Expenses were reimbursed for mileage to :

Mrs R McDonald	74.00	-
Mr M Bradbury (Daffodil Judge)	60.00	-
Easton College	32.40	-
Mrs N Howes	31.30	12.60
Mr I Roofe	-	105.35
Mrs & Mrs D Sheldrake	-	79.10
Mrs M Loughton	-	56.00
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	£ 197.70	£ 253.05
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**3 ACCOUNTANCY**

Independent examiner's fee	570.00	540.00
Completion of gift aid form	-	116.00
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	£ 570.00	£ 656.00
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