



**THE NORFOLK SHRIEVALTY
TRUST
(LIMITED BY GUARANTEE)
OPERATING AS NORFOLK
PACT**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2013**

Company number 3383805

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)
OPERATING AS NORFOLK PACT**

FINANCIAL STATEMENTS

For the year ended 31 March 2013

Company number	3383805
Charity number	1062899
Registered office	Jubilee House Falconers Chase Wymondham Norfolk NR18 0WW
Trustees	S Bailey T Courtauld E L B Christensen D Hayman E Hoare G Holloway C M Houlihan J A Humphreys Viscountess Knollys OBE, DL S Leicester R H Middleton JP D S Reeve MBE, MVO P A Seligman OBE, DL, JP T Smith K R Williams CVO, CBE, QPM N A Williams
Patron	R W Jewson JP
Secretary/Correspondent	P Burnham
Independent examiner	Nigel Savory FCA Grant Thornton UK LLP Chartered Accountants Kingfisher House 1 Gilders Way St James Place Norwich NR3 1UB
Solicitors	Eversheds LLP Cambridge CB1 2JY

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)
OPERATING AS NORFOLK PACT**

FINANCIAL STATEMENTS

For the year ended 31 March 2013

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THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE) OPERATING AS NORFOLK PACT

REPORT OF THE TRUSTEES

The trustees, who act as directors for the purposes of company law, present their report for the year ended 31 March 2013

Objects

The Norfolk Shrievalty Trust was incorporated on 9 June 1997 as a company limited by guarantee governed by its Memorandum and Articles of Association and operates under the heading Norfolk PACT. It is a registered charity (number 1062899) and acts as a catalyst in forming partnerships between industry, commerce, the public sector and the people of Norfolk. The objects of the charitable company are to advance the education of the public and promote awareness and greater understanding of crime, its social implications and harmful effects on the community in and around Norfolk, to enhance the protection of people and property from criminal activity (including drug abuse) and to encourage greater public participation in the prevention and detection of crime for the benefit of the Norfolk public generally.

Governance

The trustees are selected to provide a range of business skills and understanding of the areas of activity undertaken by the charitable company. The trustees meet regularly throughout the year and, in addition to formal business, receive briefings from appropriate experts on key issues facing the charitable company including regulatory changes and requirements.

The trustees who served during the year were as follows:

K R Williams CVO, CBE, QPM Chair of the trustees
ELB Christensen
T Courtauld
P Gormley (resigned 1/7/2013)
G Holloway
C M Houlihan
J A Humphreys
Viscountess Knollys OBE DL
RH Middleton JP
D S Reeve MVO, MBE
P A Seligman OBE, DL, JP
D White (resigned 1/7/2013)
N A Williams

Subsequent to the year-end but before the approval of this report S Bailey, D Hayman, E Hoare, S Leicester and T Smith were appointed to the trustee board. P Burnham was appointed as the company secretary and correspondent for the trust from 17 July 2013 replacing S A Rozier who fulfilled the role for the period up to this date.

While the trustees remain in overall operational control and approve all significant activity, the day to day running of Norfolk PACT is delegated to the company secretary. The registered office address (which is also the principal office of the charitable company) together with those of the principal advisors are noted at the front of the financial statements. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the financial statements of the charitable company.

Public benefit

The trustees confirm that they have complied with the duty in Section 4 Charities Act 2006 to have due regard to the Charity Commission as general guidance in public benefit.

The trustees consider the activities set out below fully demonstrate the considerable public benefit provided by Norfolk PACT.

Activities review

During the year Norfolk PACT has been involved in the following activities:

Safe and Secure Scheme - This scheme provides a free security upgrade and repair service to people who are identified as being elderly, vulnerable or the victim of domestic abuse. During the year we have helped people to feel safer in their own homes.

Oil Tank Alarms - Norfolk PACT has worked with Norfolk Constabulary to identify victims of domestic heating oil thefts in rural areas and provide those victims with oil tank alarms. This is to prevent them becoming a repeat victim of crime.

THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE) OPERATING AS NORFOLK PACT

REPORT OF THE TRUSTEES

No Crime - Get A Life - This programme has been designed to increase young people's understanding of the Criminal Justice System and to alert them to the consequences of crime. It has continued to be a huge success, reaching approximately 3,000 school pupils (12 to 13 years of age) during this financial year. The project is delivered in partnership with the Police, the Magistracy, HMP Norwich, Norfolk Fire and Rescue Service, the Norfolk Youth Offending Team, the Matthew Project and the Red Cross plus ad hoc assistance from other 3rd Sector Organisations.

SafeScoop - SafeScoop gives information and guidance to elderly people using mobility scooters. The scheme was started by Norfolk Constabulary and taken on by Norfolk PACT in August 2011. It raises awareness of their own limitations and gives road safety advice. This scheme is attracting national attention and the idea has been copied in many areas. Norfolk PACT has been in talks with the Ministry of Transport regarding eyesight testing and training for Mobility Scooter users.

Production of the Survival Card - These cards have continued to be very popular with professionals working with this vulnerable group. A supply of cards are available for professionals to give to clients at many of Norfolk's Doctors Surgeries, they are also supplied to the Norfolk Ambulance Service.

Domestic Abuse Conference - Norfolk PACT worked in partnership with other agencies to put on a conference for those professionals working with victims of domestic abuse. The conference was held in March 2013 for practitioners who work with clients in the field.

The Norfolk Sanctuary Scheme - working with Local Authorities across the county, Norfolk PACT has been working to make victims of domestic abuse feel safer in their own homes.

FoneForSafety - Norfolk PACT has taken on the running of the FoneForSafety scheme which provides mobile phones to vulnerable adults which are connected straight through to the 999 centre at Police Headquarters.

Crime Prevention Products - Norfolk PACT sells a range of crime prevention products through the Public Enquiry Offices of local Police Stations.

Safety Centre - Norfolk PACT Trustees agreed to become the steering group for a proposed Safety Centre for Norfolk. Although still in the early stages of development this project is now moving forward gaining support around the county.

Moving forward

The aims for the 2012/13 financial year were to become more sustainable and create projects that can survive these tight economic times. Financial control, improving value for money, control of income and expenditure were all key to the financial years' success. Norfolk PACT believes that success and sustainability going forward can only be achieved in an environment of partnership and multiagency working.

Financial review

The result for the year is detailed on page 7 of the financial statements. The charitable company received incoming resources of £124,856 (2012 £68,569) which comprised donations of £517 (2012 £310), grants of £123,692 (2012 £66,987) and bank interest receivable of £647 (2012 £1,272).

Resources expended amounted to £126,463 (2012 £107,417) and comprised £119,309 (2012 £99,591) of charitable expenditure and £7,154 (2012 £7,826) of governance costs.

The net outgoing resources for the year are £1,607 (2012 £38,848), leaving total resources of £207,567 (2012 £209,174).

Nothing has occurred since the balance sheet date that would significantly affect the understanding of these financial statements. The main activities of the charitable company have been adequately supported and funds exist for the coming year.

A subsidiary company, Norfolk PACT (Trading) Limited was formed on 8 March 2006 but, to date, has still not commenced trading.

Investment policy

Surplus funds which are considered to be short term in nature are held on a COIF cash account and a Santander bond account to generate interest receipts.

Reserves policy

The reserves are reviewed along with all other financial accounts information at our meetings. The trustees aim to maintain sufficient unrestricted reserves to fund the budgeted costs of the charitable company. The trustees are satisfied that resources are sufficient to meet liabilities on a fund by fund basis. A Reserve Policy is now in place.

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REPORT OF THE TRUSTEES

Restricted reserves

As outlined in note 10, the charitable company has the following restricted reserves, Norfolk Safe & Secure, PACT Project Development, No Crime - Get a Life, Domestic Violence, Crime Prevention Products, the Safescot Scheme and FonesForSafety. Income is received in the form of donations, grants or services in kind for the specified project and is accounted for as such.

Risk management

The trustees have assessed the major risks to which the charitable company is exposed, in particular those related to the operations and finances of the charitable company, and are satisfied that proper systems are being established to mitigate exposure to those risks. A Risk Register is in place and is monitored monthly by the Management Group.

Future development and strategy

With the support of our members we intend to continue looking for new projects as well continuing our successful projects.

Statement of trustees' responsibilities

The trustees (who are also directors of The Norfolk Shrievally Trust for the purposes of company law) are responsible for preparing the report of the trustees 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 Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable laws). Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the company and 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 are 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.

Small company provisions

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

ON BEHALF OF THE TRUSTEES



K R Williams CVO, CBE, QPM
Chair of the trustees

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE NORFOLK SHRIEVALTY TRUST

I report on the accounts of The Norfolk Shrievalty Trust for the year ended 31 March 2013, which are set out on pages 7 to 12

This report is made solely to the trustees, as a body, in accordance with the regulations made under Section 154 of the Charities Act 2011. My work has been undertaken so that I might state to the charitable company's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees, as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 145(3) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the charitable company 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(1)(a) of the Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks 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 with my examination, no matter has come to my attention

- i which gives me reasonable cause to believe that in any material respect, the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 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

- ii to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Nigel Savory FCA
GRANT THORNTON UK LLP
Chartered Accountants
Norwich

Date 20 September 2013

THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE) OPERATING AS NORFOLK PACT

PRINCIPAL ACCOUNTING POLICIES

BASIS OF PREPARATION

The financial statements have been prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and Statement of Recommended Practice Accounting and Reporting by Charities issued in 2005 and under the historical cost convention

The effects of events relating to the year ended 31 March 2013 which occurred before the date of approval of the financial statements have been included to the extent required to show a true and fair view of the state of affairs at 31 March 2013 and of the results for the year then ended

The charitable company has taken advantage of the exemption for small companies in not preparing a cash flow statement

GOING CONCERN

The charitable company has sufficient financial resources to allow the trustees to believe that the charitable company is well placed to manage its business risks successfully in the current economic climate

Accordingly, the trustees have a reasonable expectation that the charitable company 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

INCOME

Income represents monies received from donations, appeals, grants and other forms of voluntary income or benefit to the charitable company which is recognised when received. Gifts in kind are stated at the estimated value of the goods or services received, where this can be reasonably ascertained, less any payment made by the charitable company towards the cost

FIXED ASSET INVESTMENTS

Fixed asset investments are stated at historic cost

DEPRECIATION

Depreciation is provided to write off the cost less estimated residual value of tangible fixed assets by equal instalments over their estimated useful economic lives as follows

Motor vehicles	25% straight line
Office equipment	20% straight line

STOCKS

Stocks are stated at the lower of cost and net realisable value

UNRESTRICTED FUNDS

Funds received for non-specific purposes have been included in the financial statements as unrestricted

DESIGNATED FUNDS

Certain unrestricted funds have been set aside by the trustees for use on specific projects. These are classed as designated funds

RESTRICTED FUNDS

Where funds have been received for projects specified by the donor they are treated as restricted funds. Grants from the Millennium Commission have also been treated as restricted

COST OF GENERATING FUNDS

The cost of generating funds comprises advertising and promotional overhead costs and a proportion of the chief executive's cost

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)
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PRINCIPAL ACCOUNTING POLICIES

GOVERNANCE COSTS

Governance costs comprise all costs involving the public accountability of the charitable company and its compliance with regulation and good practice. These costs include costs related to the statutory audit, any legal fees incurred for trustee advice and an apportionment of support costs and overheads.

ALLOCATION OF SUPPORT COSTS AND OVERHEADS

Support costs and overheads have been allocated between charitable activities and governance. Costs are allocated on the basis of a best estimate of the purpose of the expenditure. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)
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STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2013

	Unrestricted funds		Restricted funds	Capital funds	Total funds 2013	Total funds 2012
	£	£	£	£	£	£
	Designated	Undesignated				
Income and expenditure						
Incoming resources						
Donations and gifts	-	-	517	-	517	310
Grants	-	-	123,692	-	123,692	66,987
Bank interest	-	-	647	-	647	1,272
Total incoming resources	-	-	124,856	-	124,856	68,569
Resources expended						
Direct charitable expenditure 1	1,467	33,982	83,860	-	119,309	99,591
Governance 2	-	3,294	3,860	-	7,154	7,826
Total resources expended	1,467	37,276	87,720	-	126,463	107,417
Net (outgoing) / incoming resources	(1,467)	(37,276)	37,136	-	(1,607)	(38,848)
Funds brought forward	18,855	83,251	104,567	2,501	209,174	248,022
Funds carried forward	17,388	45,975	141,703	2,501	207,567	209,174

There are no recognised gains and losses other than those shown above

All operations are continuing

The accompanying accounting policies and notes form an integral part of these financial statements

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)
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BALANCE SHEET

as at 31 March 2013

Company number 3383805

	Note	2013	2012
		£	£
Fixed assets			
Tangible fixed assets	5	-	-
Investments	6	1	1
Cash investments		150,864	170,217
		<u>150,865</u>	<u>170,218</u>
Current assets			
Stocks - goods for resale		17,800	13,000
Debtors	7	21,782	30,657
Cash at bank and in hand		25,654	11,916
		<u>65,236</u>	<u>55,573</u>
Creditors: amounts falling due within one year	8	<u>(8,534)</u>	<u>(16,617)</u>
Net current assets		<u>56,702</u>	<u>38,956</u>
Net assets		<u>207,567</u>	<u>209,174</u>
Funds			
Restricted	0	141,703	104,567
Unrestricted – designated	11	17,388	18,855
Unrestricted - undesignated	11	45,975	83,251
Capital funds		2,501	2,501
		<u>207,567</u>	<u>209,174</u>

For the year ended 31 March 2013, the charitable company was exempt from audit of its financial statements under section 477(2) of the Companies Act 2006 (the Act). No notice has been deposited by members under section 476(1) calling for an audit in relation to these financial statements.

We acknowledge our responsibilities for

- ensuring that the charitable company keeps accounting records which comply with section 386 of the Act, and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its net incoming or outgoing resources for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act 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 companies.

These financial statements were approved by the trustees and authorised for issue on 20/9/2013 and signed on their behalf by



K R Williams CVO, CBE, QPM Trustee

The accompanying accounting policies and notes form an integral part of these financial statements

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)
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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2013

1 DIRECT CHARITABLE EXPENDITURE

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Provision of services and grants	35,449	70,951	106,400	77,667
Wages and salaries	-	12,909	12,909	18,700
<i>Support costs</i>				
Provision for doubtful debts	-	-	-	356
Stationery	-	-	-	367
Depreciation	-	-	-	2,501
	<u>35,449</u>	<u>83,860</u>	<u>119,309</u>	<u>99,591</u>

2 GOVERNANCE

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Public liability and contents insurance	-	1,609	1,609	961
Other office costs	2,294	2,251	4,545	6,365
Independent examiner's fee	1,000	-	1,000	500
	<u>3,294</u>	<u>3,860</u>	<u>7,154</u>	<u>7,826</u>

3 STAFF NUMBERS AND COSTS

The average number of persons employed by the charitable company (excluding trustees) during the year was

	2013	2012
Administration	1	1
Service delivery	1	1
	<u>2</u>	<u>2</u>

The aggregate payroll costs of these persons were as follows

	2013 £	2012 £
Wages and salaries	12,287	17,279
Social security costs	622	1,421
	<u>12,909</u>	<u>18,700</u>

The trustees did not receive any remuneration during the year (2012 £Nil) and were not paid any expenses (2012 £Nil)

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)
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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2013

4 TAXATION

The Norfolk Shrievalty Trust is a registered charity within the meaning of the Taxes Act and is, therefore, eligible to claim certain exemptions from income tax. As a consequence, no charge to this tax arises.

5 FIXED ASSETS

	Motor vehicles (Safe and Secure Project) £	Office equipment £	Total £
Cost			
At 1 April 2012 and 31 March 2013	12,598	1,585	14,183
Depreciation			
At 1 April 2012 and 31 March 2013	12,598	1,585	14,183
Net book value at 31 March 2012 and 31 March 2013	-	-	-

All assets held are for use in the charitable company's activities.

6 INVESTMENTS

The company holds one share of £1, being all of the issued share capital, of Norfolk PACT (Trading) Limited. The subsidiary undertaking was incorporated on 8 March 2006, registered in England and Wales and is dormant at 31 March 2013.

7 DEBTORS

	2013 £	2012 £
Trade debtors	19,882	25,171
Prepayments and accrued income	1,900	5,486
	21,782	30,657

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2013

8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013	2012
	£	£
Trade creditors	5,680	8,003
Amount due to subsidiary undertaking	1	1
Taxation and social security	1,853	3,687
Accruals and deferred income	1,000	4,926
	<u>8,534</u>	<u>16,617</u>

9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed assets	Net current assets	Total
	£	£	£
Unrestricted	148,364	(85,001)	63,363
Restricted	-	141,703	141,703
Capital	2,501	-	2,501
	<u>150,865</u>	<u>56,702</u>	<u>207,567</u>

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)
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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2013

10 RESTRICTED FUNDS

	Balance 1 April 2012 £	Movement in resources		Balance 31 March 2013 £
		Incoming £	Outgoing £	
Norfolk Safe & Secure	81,783	106,680	(76,416)	112,047
PACT Project Development	7,000	-	(3,844)	3,156
No Crime - Get a Life	9,014	12,000	(3,759)	17,255
Domestic Violence	3,837	1,438	(2,573)	2,702
Crime Prevention products	2,311	1,336	(629)	3,018
Safescoot scheme	622	1,405	(499)	1,528
FonesForSafety scheme	-	1,997	-	1,997
	<u>104,567</u>	<u>124,856</u>	<u>(87,720)</u>	<u>141,703</u>

Norfolk Safe & Secure provides a free security upgrade and repair service to people who have been burgled or are identified as being vulnerable

PACT Project Development funding is to be used for research, development and start-up of new Norfolk PACT projects and community safety schemes

No Crime - Get a Life is a project targeted at the 12 - 13 year age group. It is designed to alert young people to the consequence of getting involved in crime and aims to raise awareness of the Criminal Justice process

Domestic Violence assists the victims of domestic violence get the right advice, support and guidance they need to break the cycle of abuse by providing a card with vital help line numbers of local agencies that will provide support

SafeScoot gives information and guidance to elderly people using mobility scooters. The scheme was started by Norfolk Constabulary and taken on by Norfolk PACT in August 2011. It raises awareness of their own limitations and gives road safety advice

The FonesForSafety scheme provides mobile phones to vulnerable adults which are connected straight through to the 999 centre at Police Headquarters

11 UNRESTRICTED FUNDS

	Balance 1 April 2012 £	Movement in resources		Balance 31 March 2013 £
		Incoming £	Outgoing £	
Designated funds				
Seed Funding	18,855	-	(1,467)	17,388
	<u>18,855</u>	<u>-</u>	<u>(1,467)</u>	<u>17,388</u>
Undesignated funds				
Unrestricted and undesignated funds	83,251	-	(37,276)	45,975
	<u>83,251</u>	<u>-</u>	<u>(37,276)</u>	<u>45,975</u>
Total unrestricted funds	<u>102,106</u>	<u>-</u>	<u>(38,743)</u>	<u>63,363</u>

Seed Funding – the Trustees of Norfolk PACT agreed a sum to be put to one side to help communities set up crime prevention or community safety projects