

**The Central Norwich Foundation Trust**  
**Company limited by guarantee**  
**Unaudited annual report and financial**  
**statements**  
**For the year ended**  
**31 March 2014**

**Company Registration Number 6910125**

**Charity Number 1135463**

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# **The Central Norwich Foundation Trust Company limited by guarantee**

## **Financial statements**

**Year ended 31 March 2014**

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<b>Contents</b>	<b>Pages</b>
Trustees' annual report	<b>1 to 3</b>
Independent examiner's report to the members	<b>4</b>
Statement of financial activities (incorporating the income and expenditure account)	<b>5</b>
Balance sheet	<b>6</b>
Notes to the financial statements	<b>7 to 9</b>

# **The Central Norwich Foundation Trust**

## **Company limited by guarantee**

### **Trustees' annual report**

**Year ended 31 March 2014**

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The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2014.

#### **Reference and administrative details**

<b>Registered charity name</b>	The Central Norwich Foundation Trust
<b>Charity registration number</b>	1135463
<b>Company registration number</b>	6910125
	The Hewett School Cecil Road Norwich Norfolk United Kingdom NR1 2PL

#### **The trustees**

The trustees who served the charity during the period were as follows:

K Bartlett (Resigned 8 May 2014)  
Ms E Chapman (Resigned 8 May 2014)  
Mrs O Dalton (Appointed 10 February 2014)  
A Howard (Resigned 10 February 2014)  
A Kefford  
M Lewing (Appointed 27 September 2013)  
Mrs M Morse  
Mrs C Peasgood (Appointed 27 September 2013)  
N Powell (Appointed 10 July 2014)  
T E Samain (Resigned 31 August 2014)  
Mrs I Sladden  
Mrs L Sutton (Appointed 27 September 2013)  
C Thoday (Appointed 10 July 2014)  
W Wright (Appointed 10 February 2014/Resigned 8 May 2014)

<b>Secretary</b>	D A Coleman
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# **The Central Norwich Foundation Trust Company limited by guarantee**

## **Trustees' annual report *(continued)***

**Year ended 31 March 2014**

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### **Structure, governance and management**

#### **Governing document**

The company is limited by guarantee, with liability limited to £10 per member. The charity was incorporated in England on 19 May 2009 and is governed by its Memorandum and Articles of Association. The company was registered with the Charity Commission on 12 April 2010.

#### ***Trustee appointment***

Trustees are appointed and inducted in accordance with the provisions detailed within the Memorandum and Articles and Articles of Association. New Trustees, appointed by existing Trustees, undergo induction to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles and the board and the decision making process.

#### **Objectives and activities**

The object of the company is to advance the education of students at The Hewett School or at any other school in respect of which the company acts or has acted as a foundation, it being acknowledged that in carrying out the object the company must (where applicable) have regard to its obligation to promote community cohesion under the Education Acts.

#### **Public benefit**

The Trustees confirm that they have due regard to the Charity Commission's guidance on public benefit.

#### **Summary of activities**

1. Reviewed services and activities of The Base Community Trust and other educational deliverers.
2. Reviewed and amended the treatment of the lettings income of the school.
3. Provided oversight on developments for a second hockey pitch.
4. Considered site development proposals with the aim of providing a new school build with associated education and community facilities.

#### **Achievements and performance**

1. Development of campus plans.
2. In principle support for an Autistic Free School application and its co-location on site.
3. Maintaining the range of educational provision with the re-commissioning of both Behaviour and Autistic Specialist resource bases.

#### **Financial review**

##### ***Reserves policy***

Unrestricted free reserves at the year end amounted to £14,729. As income is generated, the Trustees intend to establish an appropriate level of free reserves to support the costs of operating the Trust.

# **The Central Norwich Foundation Trust Company limited by guarantee**

## **Trustees' annual report** *(continued)*

**Year ended 31 March 2014**

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### **Plans for future periods**

In the coming months the Trust will continue its work on behalf of the learners at The Hewett School focusing on the following key areas:

1. To further develop the site development plan.
2. To explore funding opportunities to support a proposed rebuild of the school.
3. To provide strategic overview of proposed developments of The Hewett Campus.

### **Independent examiner**

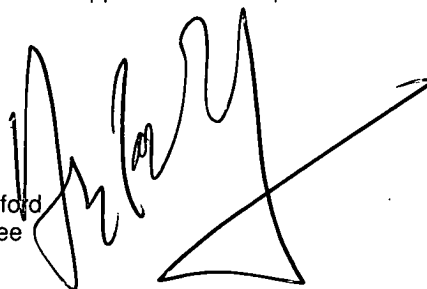
A resolution to re-appoint M Proctor of Lovewell Blake as independent examiner for the ensuing year will be proposed at the Annual General Meeting.

### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Signed on behalf of the trustees

A Kefford  
Trustee

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

25 September 2014

# **The Central Norwich Foundation Trust**

## **Company limited by guarantee**

### **Independent examiner's report to the members of The Central Norwich Foundation Trust**

**Year ended 31 March 2014**

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I report on the accounts of the charity for the year ended 31 March 2014 which are set out on pages 5 to 9.

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the Central Norwich Foundation Trust 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 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 statement 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 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

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



Mark Proctor ACA DChA  
Independent examiner

Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

13 November 2014

**The Central Norwich Foundation Trust**  
**Company limited by guarantee**

**Statement of financial activities (incorporating the income and expenditure account)**

**Year ended 31 March 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	2	15,000	100	15,100	1,544
<b>Total incoming resources</b>		<u>15,000</u>	<u>100</u>	<u>15,100</u>	<u>1,544</u>
<b>Resources expended</b>					
Charitable activities	3	—	—	—	(1,000)
Governance costs	4	(636)	—	(636)	(600)
<b>Total resources expended</b>		<u>(636)</u>	<u>—</u>	<u>(636)</u>	<u>(1,600)</u>
<b>Net incoming/(outgoing) resources for the year/net income/(expenditure) for the year</b>					
		14,364	100	14,464	(56)
<b>Reconciliation of funds</b>					
Total funds brought forward		365	544	909	965
<b>Total funds carried forward</b>		<u>14,729</u>	<u>644</u>	<u>15,373</u>	<u>909</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 7 to 9 form part of these financial statements.

# The Central Norwich Foundation Trust Company limited by guarantee

## Balance sheet

31 March 2014

	Note	2014 £	£	2013 £	£
<b>Current assets</b>					
Debtors	6	15,000		—	
Cash at bank		<u>1,609</u>		<u>1,509</u>	
		16,609		1,509	
<b>Creditors: Amounts falling due within one year</b>	7	<u>(1,236)</u>		<u>(600)</u>	
<b>Net current assets</b>			15,373		909
<b>Total assets less current liabilities</b>			<u>15,373</u>		<u>909</u>
<b>Net assets</b>			<u>15,373</u>		<u>909</u>
<b>Funds</b>					
Restricted income funds	8		644		544
Unrestricted income funds	9		<u>14,729</u>		<u>365</u>
<b>Total funds</b>			<u>15,373</u>		<u>909</u>

For the year ended 31 March 2014 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the trustees and authorised for issue on the 25 September 2014 and are signed on their behalf by:

A Keiford  
Trustee

Company Registration Number: 6910125

The notes on pages 7 to 9 form part of these financial statements.



# The Central Norwich Foundation Trust

## Company limited by guarantee

### Notes to the financial statements

Year ended 31 March 2014

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#### 1. Accounting policies

##### (a) 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), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

##### (b) Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### (c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

##### (d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable activities comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. 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 charity and include the independent examination fees and costs linked to the strategic management of the charity.

- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in the notes to the accounts.

#### 2. Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Donations	15,000	100	15,100	544
Grants	—	—	—	1,000
	<u>15,000</u>	<u>100</u>	<u>15,100</u>	<u>1,544</u>

# The Central Norwich Foundation Trust Company limited by guarantee

## Notes to the financial statements

Year ended 31 March 2014

### 3. Costs of charitable activities by fund type

	Total Funds 2014 £	Total Funds 2013 £
Grant to The Base	<u>—</u>	<u>1,000</u>

### 4. Governance costs

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Accountancy fees	<u>636</u>	<u>636</u>	<u>600</u>

### 5. Staff costs and emoluments

No salaries or wages have been paid to employees, including the trustees, during the year.

### 6. Debtors

	2014 £	2013 £
Prepayments and accrued income	<u>15,000</u>	<u>—</u>

### 7. Creditors: Amounts falling due within one year

	2014 £	2013 £
Other creditors	618	—
Accruals	<u>618</u>	<u>600</u>
	<u>1,236</u>	<u>600</u>

### 8. Restricted income funds

	Balance at 1 Apr 2013 £	Incoming resources £	Balance at 31 Mar 2014 £
Class of 62	<u>544</u>	<u>100</u>	<u>644</u>

The Class of 62 fund is to fund an annual award for a student at The Hewett School who best demonstrates the attitude of the Class of 62.

### 9. Unrestricted income funds

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2014 £
General Funds	<u>365</u>	<u>15,000</u>	<u>(636)</u>	<u>14,729</u>

# **The Central Norwich Foundation Trust Company limited by guarantee**

## **Notes to the financial statements**

**Year ended 31 March 2014**

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### **10. Analysis of net assets between funds**

	<b>Net current assets £</b>	<b>Total £</b>
<b>Restricted Income Funds:</b>		
Class of 62	644	644
<b>Unrestricted Income Funds</b>	<u>14,729</u>	<u>14,729</u>
<b>Total Funds</b>	<u>15,373</u>	<u>15,373</u>

### **11. Company limited by guarantee**

The company is limited by guarantee, with liability limited to £10 per member. The charity was incorporated in England on 19 May 2009 and is governed by its Memorandum and Articles of Association. The company was registered with the Charity Commission on 12 April 2010.