

Charity number 1091429

**Norfolk and Norwich Horticultural Society  
Annual Report and Statement of Accounts  
For the year ended 30 September 2016**

**Norfolk and Norwich Horticultural Society**  
**Annual Report For The Year Ended 30 September 2016**

The Trustees submit their annual report and the financial statements of Norfolk and Norwich Horticultural Society (the Society) for the year ended 30 September 2016. The Trustees confirm 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, c/o The Vice-Chairman, 33 The Ridgeway, Norwich, Norfolk, NR1 4ND has been established by a written Constitution since 29 March 2002.

It is registered with the Charity Commission under Registration Number 1091429.

**Selection of Committee Members**

Committee members are entitled to serve for three years. Committee Members are appointed at the Annual General Meeting and are the registered Trustees of the Society.

During the year the principal officers of the Committee comprised of:

Lady Susan Bacon (President)  
Charlotte Carter (Vice-President)  
Martyn Davey (Chairman)  
Kristopher Harper (Vice-Chairman)  
Lesley Webdale (General Secretary)  
Frances Howard (Treasurer)  
Ian Roofe (Show & Social Secretary)  
Laura Hemmings (Membership Secretary)  
Simon Gaches  
Cynthia Young  
Cathryn Waldron

**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 is reviewing its activities in order to meet the challenges of a changing modern environment.

**BANKERS**

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

## FINANCIAL REVIEW

### Financial Results

The balance sheet shows a satisfactory position at 30 September 2016, with current assets exceeding current liabilities by £23,888 - this figure being the total funds at the year end. The Society's funds are 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 Trustees are 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 £23,888, representing 15 months of total expenditure.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' 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 Trustees 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 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 Society will continue in operation.

The Trustees 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 Trustees on 2 December 2016 and signed on their behalf by:



Mr M Davey  
Chairman

**Norfolk and Norwich Horticultural Society**  
**Statement of Financial Activities**  
**Year ended 30 September 2016**

	Note	Unrestricted funds		Unrestricted funds	
		2015		2014	
		£	£	£	£
<b>Incoming resources from generated funds</b>					
<i>Voluntary income</i>					
Shows - donations			10		200
General income - members subscriptions			2,820		2,884
General income - affiliated society medals			-		20
General income - affiliated society subscriptions			435		790
General income - tax refund (gift aid)			-		398
<i>Fundraising income</i>					
Show income			8,418		10,488
Social events - lectures and trips			3,258		3,353
General income - tombola			1,609		1,037
Miscellaneous income			104		-
<i>Investment income</i>					
General income - bank and interest			61		71
<b>Total incoming resources</b>			<b>16,715</b>		<b>19,241</b>
<b>Resources expended</b>					
<i>Charitable activities - Direct costs</i>					
Shows - general expenses			8,823		6,956
Shows - medal and engraving			475		314
Shows - show secretaries honoraria	2a		700		1,100
Shows - flower arranger's honorarium	2a		200		200
			<b>(10,199)</b>		<b>(8,570)</b>
<i>Costs of generating funds</i>					
Social events - lecturers and room hire			3,175		2,956
Social events - social secretary's honorarium	2a		250		250
			<b>(3,425)</b>		<b>(3,206)</b>
Carried forward		£	<b>3,092</b>	£	<b>7,465</b>

Norfolk and Norwich Horticultural Society  
Statement of Financial Activities (continued)  
Year ended 30 September 2016


	Note	Unrestricted funds 2015		Unrestricted funds 2014	
		£	£	£	£
Brought forward			3,092		7,465
<i>Charitable activities - support costs</i>					
General - affiliations to national societies		108		631	
General - printing, postage and stationery		1,704		1,951	
General - telephone and equipment		336		834	
General - general insurance		230		195	
General - bursaries		-		300	
General - chairman's honorarium	2a	300		300	
General - general secretary's honorarium	2a	-		200	
General - other honoraria	2a	800		800	
General - mileage	2b	-		62	
General - Annual General Meeting		454		-	
General - sundry		76		-	
			(4,008)		(5,273)
<i>Governance</i>					
General - accountants' fees	3	126		588	
			(126)		(588)
<b>Net incoming/(outgoing) resources</b>		-	<b>1,042</b>		<b>1,604</b>
Total funds brought forward			<b>24,930</b>		<b>23,326</b>
<b>Total funds carried forward</b>		<b>£</b>	<b><u>23,888</u></b>	<b>£</b>	<b><u>24,930</u></b>

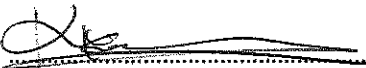
The notes to the accounts on pages 6 to 7 form part of these accounts.

**Norfolk and Norwich Horticultural Society**  
**Balance Sheet**  
**As at 30 September 2016**

	2016		2015	
	£	£	£	£
<b>Current assets</b>				
Stocks	75		88	
Debtors	8,876		998	
Cash at bank :				
- Deposit account : 93150909	14,156		14,094	
- General account : 50661864	2,778		10,893	
		<u>25,885</u>		<u>26,073</u>
<b>Creditors due within one year</b>				
Trade creditors	1,440		0	
Accruals	556		1,143	
		<u>(1,997)</u>		<u>(1,143)</u>
<b>Net current assets</b>		<u>23,888</u>		<u>24,930</u>
<b>Net assets</b>	£	<u>23,888</u>	£	<u>24,930</u>
<b>Charity Funds</b>				
Unrestricted funds	£	<u>23,888</u>	£	<u>24,930</u>

Approved by the Trustees on 2 December 2016 and signed on their behalf by:

  
 .....  
 Mr M Davey  
 Chairman

  
 .....  
 Mr K Harper  
 Vice-Chairman

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

## **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  
Notes To The Financial Statements (continued)  
For the year ended 30 September 2016

**2 COMMITTEE MEMBERS REMUNERATION AND EXPENSES :**

	2016 £	2014 £
a The following honoraria were paid during the year :		
Chairman : Mr M Davey	300	300
General secretary : Mrs S Copple	-	200
Treasurer : Mrs N Howes	650	650
Membership secretary : Miss L Hemmings	150	150
	<hr/> 1,100	<hr/> 1,300
Show secretary : Mr I Roofe	700	1,100
Social secretary : Mr I Roofe	250	250
Flower Arranging : Mrs J Petherick	200	200
	<hr/> £ 2,250	<hr/> £ 2,850
	<hr/> <hr/>	<hr/> <hr/>

b During the year, mileage expenses totalling £nil (2015 - £62) were reimbursed to committee members.

**3 ACCOUNTANCY**

Independent examiner's fee	£ 126	£ 588
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