

Charity number 1091429

**Norfolk and Norwich Horticultural Society  
Annual Report and Statement of Accounts  
For the year ended 30 September 2017**

**Norfolk and Norwich Horticultural Society**  
**Contents**

|                                   | <b>Page</b>  |
|-----------------------------------|--------------|
| Annual report                     | <b>1 - 2</b> |
| Statement of financial activities | <b>3 - 4</b> |
| Balance sheet                     | <b>5</b>     |
| Notes to the financial statements | <b>6 - 7</b> |

**Norfolk and Norwich Horticultural Society**  
**Annual Report For The Year Ended 30 September 2017**

The Trustees submit their annual report and the financial statements of Norfolk and Norwich Horticultural Society (the Society) for the year ended 30 September 2017. 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 adoption of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102).

**STRUCTURE GOVERNANCE & MANAGEMENT**

**Constitution**

The Norfolk and Norwich Horticultural Society has been established by a written Constitution since 29 March 2002.

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

The charity's principal address is c/o Mirtna Cottage, Whinburgh Road, Westfield, Dereham, NR19 1QL.

**Selection of Committee Members**

Committee Members are appointed at the Annual General Meeting and are the registered Trustees of the Society.

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

Charlotte Carter (Honorary President)  
Simon White (Vice-President)  
Martyn Davey (Chairman)  
Kristopher Harper (Vice-Chairman, resigned 26 June 2017)  
Len Finch (Vice-Chairman, co-opted)  
Lesley Webdale (General & Membership Secretary)  
Frances Howard (Treasurer)  
Ian Roofe (Show & Social 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 2017, with current assets exceeding current liabilities by £26,311 - 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 £26,311, representing 19 months of total expenditure.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

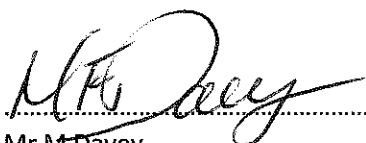
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 1 December 2017 and signed on their behalf by:



Mr M Davey  
Chairman

Norfolk and Norwich Horticultural Society  
Statement of Financial Activities  
Year ended 30 September 2017

|   | Note | Unrestricted funds<br>2017 |                | Unrestricted funds<br>2016 |                 |
|---|------|----------------------------|----------------|----------------------------|-----------------|
|   |      | £                          | £              | £                          | £               |
| <b>Incoming resources from generated funds</b>    |      |                            |                |                            |                 |
| <i>Voluntary income</i>                           |      |                            |                |                            |                 |
| Shows - donations                                 |      |                            | 137            |                            | 10              |
| General income - members subscriptions            |      |                            | 3,516          |                            | 2,820           |
| General income - affiliated society subscriptions |      |                            | 1,005          |                            | 435             |
| <i>Fundraising income</i>                         |      |                            |                |                            |                 |
| Show income                                       |      |                            | 1,668          |                            | 8,418           |
| Social events - lectures and trips                |      |                            | 9,716          |                            | 3,258           |
| General income - tombola                          |      |                            | 2,243          |                            | 1,609           |
| Miscellaneous income                              |      |                            | 184            |                            | 104             |
| <i>Investment income</i>                          |      |                            |                |                            |                 |
| General income - bank and interest                |      |                            | 52             |                            | 61              |
| <b>Total incoming resources</b>                   |      |                            | <b>18,521</b>  |                            | <b>16,715</b>   |
| <b>Resources expended</b>                         |      |                            |                |                            |                 |
| <i>Charitable activities - Direct costs</i>       |      |                            |                |                            |                 |
| Shows - general expenses                          |      |                            | 4,222          |                            | 8,823           |
| Shows - medal and engraving                       |      |                            | 22             |                            | 475             |
| Shows - show secretaries honoraria                | 2a   |                            | -              |                            | 700             |
| Shows - flower arranger's honorarium              | 2a   |                            | 200            |                            | 200             |
| Sponsorship                                       |      |                            | 300            |                            | -               |
|   |      |                            | <b>(4,744)</b> |                            | <b>(10,198)</b> |
| <i>Costs of generating funds</i>                  |      |                            |                |                            |                 |
| Social events - lecturers and room hire           |      |                            | 505            |                            | 3,175           |
| Social events - outings and trips                 |      |                            | 8,241          |                            | -               |
| Social events - social secretary's honorarium     | 2a   |                            | -              |                            | 250             |
|   |      |                            | <b>(8,746)</b> |                            | <b>(3,425)</b>  |
| Carried forward                                   |      | £                          | <b>5,031</b>   | £                          | <b>3,092</b>    |

Norfolk and Norwich Horticultural Society  
Statement of Financial Activities (continued)  
Year ended 30 September 2017


|  | Note | Unrestricted funds<br>2017 |                      | Unrestricted funds<br>2016 |                      |
|--|------|----------------------------|----------------------|----------------------------|----------------------|
|  |      | £                          | £                    | £                          | £                    |
| Brought forward                              |      |                            | 5,031                |                            | 3,092                |
| <i>Charitable activities - support costs</i> |      |                            |                      |                            |                      |
| General - affiliations to national societies |      | 179                        |                      | 108                        |                      |
| General - printing, postage and stationery   |      | 1,602                      |                      | 1,704                      |                      |
| General - telephone and equipment            |      | -                          |                      | 336                        |                      |
| General - general insurance                  |      | 262                        |                      | 230                        |                      |
| General - chairman's honorarium              | 2a   | -                          |                      | 300                        |                      |
| General - other honoraria                    | 2a   | -                          |                      | 800                        |                      |
| General - Annual General Meeting             |      | 555                        |                      | 454                        |                      |
| General - sundry                             |      | 10                         |                      | 76                         |                      |
|  |      |                            | (2,608)              |                            | (4,008)              |
| <i>Governance</i>                            |      |                            |                      |                            |                      |
| General - accountants' fees                  | 3    | -                          |                      | 126                        |                      |
|  |      |                            | 0                    |                            | (126)                |
| <b>Net incoming/(outgoing) resources</b>     |      |                            | <b>2,423</b>         |                            | <b>(1,042)</b>       |
| Total funds brought forward                  |      |                            | <b>23,888</b>        |                            | <b>24,930</b>        |
| <b>Total funds carried forward</b>           |      | <b>£</b>                   | <b><u>26,311</u></b> | <b>£</b>                   | <b><u>23,888</u></b> |

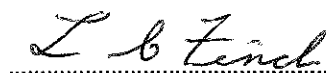
The notes to the accounts on pages 6 to 7 form part of these accounts.

Norfolk and Norwich Horticultural Society  
 Balance Sheet  
 As at 30 September 2017

|                                      | 2017   |                 | 2016   |                 |
|--------------------------------------|--------|-----------------|--------|-----------------|
|                                      | £      | £               | £      | £               |
| <b>Current assets</b>                |        |                 |        |                 |
| Stocks                               | 126    |                 | 75     |                 |
| Debtors                              | 1,218  |                 | 8,876  |                 |
| Cash at bank :                       |        |                 |        |                 |
| - Deposit account : 93150909         | 19,207 |                 | 14,156 |                 |
| - General account : 50661864         | 6,449  |                 | 2,778  |                 |
| Cash in hand                         | 241    |                 | -      |                 |
|                                      |        | <u>27,241</u>   |        | <u>25,885</u>   |
| <b>Creditors due within one year</b> |        |                 |        |                 |
| Trade creditors                      | 374    |                 | 1,440  |                 |
| Accruals                             | 556    |                 | 557    |                 |
|                                      |        | <u>(930)</u>    |        | <u>(1,997)</u>  |
| <b>Net current assets</b>            |        | <u>26,311</u>   |        | <u>23,888</u>   |
| <b>Net assets</b>                    |        | <u>£ 26,311</u> |        | <u>£ 23,888</u> |
| <b>Charity Funds</b>                 |        |                 |        |                 |
| Unrestricted funds                   |        | <u>£ 26,311</u> |        | <u>£ 23,888</u> |

Approved by the Trustees on 1 December 2017 and signed on their behalf by:

  
 .....  
 Mr M Davey  
 Chairman

  
 .....  
 Mr L Finch  
 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 Statement of Recommended Practice: Accounting and Reporting by Charities. The accounts have been prepared in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

### **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.



**2 COMMITTEE MEMBERS REMUNERATION AND EXPENSES :**

|   | 2017        | 2016        |
|---|-------------|-------------|
|   | £           | £           |
| a The following honoraria were paid during the year : |             |             |
| Chairman : Mr M Davey                                 | -           | 300         |
| Treasurer : Mrs N Howes                               | -           | 650         |
| Membership secretary : Miss L Hemmings                | -           | 150         |
|   | <hr/>       | <hr/>       |
|   | -           | 1,100       |
|   |             |             |
| Show secretary : Mr I Roofe                           | -           | 700         |
| Social secretary : Mr I Roofe                         | -           | 250         |
| Flower Arranging : Mrs J Petherick                    | 200         | 200         |
|   | <hr/>       | <hr/>       |
|   | £ 200       | £ 2,250     |
|   | <hr/> <hr/> | <hr/> <hr/> |

b During the year, no mileage expenses were reimbursed to committee members.

**3 ACCOUNTANCY**

|                            |             |             |
|----------------------------|-------------|-------------|
| Independent examiner's fee | £ -         | £ 126       |
|                            | <hr/> <hr/> | <hr/> <hr/> |

**4 FIRST-TIME ADOPTION OF SORP (FRS 102)**

The charity has adopted the SORP (FRS 102) for the first time in the year ended 30 September 2017. This has had minimal impact on the financial statements and has not resulted in any changes previously reported results.