

Registered number: 02854806
Charity number: 1027466

NORFOLK AND NORWICH SCOPE ASSOCIATION
(A company limited by guarantee)

EXECUTIVE COMMITTEE'S REPORT AND FINANCIAL STATEMENTS

for the year ended 31 March 2015

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NORFOLK AND NORWICH SCOPE ASSOCIATION
(A company limited by guarantee)

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NORFOLK AND NORWICH SCOPE ASSOCIATION
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
for the year ended 31 March 2015

Executive Committee	Mrs G Doy Mrs M Roberts (resigned 6 June 2014) Miss C Fulcher Mr I Shann (resigned 19 May 2015) Mr P Steward Mrs L Everett Mr R Baker (appointed 4 March 2015) Mr T Garrod (appointed 18 June 2015) Miss H Gill (appointed 4 March 2015) Mr J Sorrell (appointed 18 June 2015)
Company registered number	02854806
Charity registered number	1027466
Registered office	200 Bowthorpe Road Norwich Norfolk
Company secretary	Mrs S Parish
Chief executive officer	Mr C Lang
Independent auditor	MA Partners LLP Chartered Accountants 7 The Close Norwich Norfolk NR1 4DJ
Bankers	Alliance & Leicester Commercial Bank BBAM Bridle Road Bootle Merseyside GIR 0AA CCLA Investment Management Ltd 80 Cheapside London EC2V 6DZ NatWest Bank plc 45 London Street Norwich NR2 1HX

NORFOLK AND NORWICH SCOPE ASSOCIATION
(A company limited by guarantee)

EXECUTIVE COMMITTEE'S REPORT
for the year ended 31 March 2015

The Executive Committee (who are also directors of the charity for the purposes of the Companies Act and charity trustees for the purposes of charity law) submit their annual report and the audited financial statements of Norfolk and Norwich Scope Association (the company) for the ended 31 March 2015. The Executive Committee confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. CONSTITUTION

The company is a charitable company limited by guarantee and was set up by a Charity Commission Scheme, charity number 1027466. NANSA registered as a charity on 5th October 1962 and incorporated on 20th September 1993. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

There have been no changes in the objectives since the last annual report.

b. METHOD OF APPOINTMENT OR ELECTION OF EXECUTIVE COMMITTEE

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Executive Committee. Under the requirements of the Memorandum and Articles of Association the members of the Executive Committee are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting. The Executive Committee consists of trustees with a broad range of experience and skills, from legal knowledge to financial acumen and first-hand knowledge of disability issues.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF EXECUTIVE COMMITTEE

All trustees are offered induction training upon joining the Executive Committee and are given a "FactFile" about NANSA's work, as well as a copy of the Association's Memorandum and Articles of Association and latest Annual Report. They are kept informed of any relevant training courses and offered the opportunity to attend these on NANSA's behalf.

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

Sheila Parish retired as CEO at the end of 2014/15. Sheila's input over the last 25 years will always be remembered with fondness and we wish her well in her retirement.

We have been joined on the Board of Trustees by Jamie Wilson (a UEA student who worked for NANSA), Hannah Gill (a Service User), Tom Garrod (a local councillor for Broadland), Rob Baker (a retired businessman), and John Sorrell who is our new Treasurer.

NORFOLK AND NORWICH SCOPE ASSOCIATION
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EXECUTIVE COMMITTEE'S REPORT (continued)
for the year ended 31 March 2015

e. RELATED PARTY RELATIONSHIPS

NANSA has close working relationships with a number of other organisations. Strong links are maintained with Norfolk County Council's Adult Social Services and Children's Services Departments and the NHS Child Development Unit, as well as voluntary groups such as About With Friends. NANSA works in partnership with national Scope to deliver the Norfolk Scope Inclusion Service. NANSA is represented on various groups such as the Early Support Steering Group and Norfolk Voluntary Organisations Forum. New services are developed in response to the views of service users/parents and with close regard to Government programmes.

NANSA knows of no related party relationships from within its Board of Directors which would conflict with their role as trustees of NANSA.

f. RISK MANAGEMENT

Policies and procedures are in place to ensure compliances with health and safety of staff, volunteers, clients and visitors at both centres and the Association's shops, and these are regularly reviewed by the Executive Committee. NANSA regularly reviews all of the major risks to which the charity is exposed.

OBJECTIVES AND ACTIVITIES

a. POLICIES AND OBJECTIVES

In setting objectives and planning for activities, the Executive Committee have given due consideration to general guidance published by the charity commission relating to public benefit.

Policies and procedures are in place to ensure compliances with health and safety of staff, volunteers, clients and visitors at both centres and the Association's shops, and these are regularly reviewed by the Executive Committee.

b. STRATEGIES FOR ACHIEVING OBJECTIVES

The company works to provide services, information and support for people of all ages with cerebral palsy and associated disabilities in Norfolk and Norwich, through the provision of a number of services and projects.

c. ACTIVITIES FOR ACHIEVING OBJECTIVES

NANSA Adult Centre

Adult Services - Open College Network (OCN) accredited education programmes and vocational skills training, plus personal development courses for adults with physical and learning difficulties.

Youth Services - Fortnightly leisure/activity/transition groups for 11-18 year olds with physical and learning disabilities and complex additional needs. Holiday transitional activity/outreach group for young people aged 15-18 years with physical and learning disabilities and complex additional needs.

NANSA Springboard - Self-directed leisure group for young adults aged 18-25 years with physical and learning disabilities.

Norfolk PIP Project - Peer review programme involving young people with disabilities in reviewing Norfolk short breaks provision.

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EXECUTIVE COMMITTEE'S REPORT (continued)
for the year ended 31 March 2015

artshopproject - Training programme in design, production and retail skills, based within a retail working environment.

Train & Trade – Aylsham Road and Thorpe Avenue - Offers OCN accredited retail skills training programmes within a workplace-based setting for young adults with physical and learning disabilities.

Wrap 'n Roll (from April 2014) – New Train & Trade venture offering catering skills training within a full working café environment (Hammerton Court, at Julian Hospital).

NANSA Family Centre

Norfolk School for Parents - Pre-school skills development programme for children with motor learning disabilities and their parents/carers.

Sense & Touch - Pre-school sensory learning programmes for children with learning/physical disabilities and their parents/carers.

Sleep Counselling – Sleep counselling group and individual family support for children with special and additional needs and their parents/carers.

Holiday Activity Sessions - Summer holiday activity sessions and outings for children with learning/physical disabilities, their siblings and parents/carers.

Family Support - Individual support for families of children with cerebral palsy and other disabilities as required.

Right from the Start - Training programme for professionals re: empathetic diagnosis of disability and ongoing support for the parents of children aged 0 to 5 years

Information Systems

NANSA News - Free quarterly disability-related newsletter

Website - NANSA website – www.nansa.org.uk – offers information on all NANSA services

ACHIEVEMENTS AND PERFORMANCE

a. REVIEW OF ACTIVITIES

2014/15 was another challenging year for the charity with continuing uncertainty over statutory funding sources for services for people with disabilities. The charity has successfully fulfilled all its commitments, both financially and to our Service Users, for whom we strive to deliver the best possible service. In the coming year we will see the charity expand and raise its profile throughout Norfolk.

Family Services

'School For Parents' has seen steady growth and some sessions now have a waiting list. Our referrals continue to come from the NEST Lunch via Liz Player, Health Visitors, Portage, and parents themselves. In January we started a new group for babies which has been popular and successful.

'Sense and Touch' has seen growing demand for support and input for children with sensory processing disorder, ASD, global developmental delay or similar. Both groups have been running at full capacity. The behaviour of children with ASD or SPD varies enormously and with it their needs. So running two groups is essential.

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EXECUTIVE COMMITTEE'S REPORT (continued)
for the year ended 31 March 2015

'Starting Together' is run in partnership with Home Start. Four families attend the group regularly, all the children have made considerable progress. To quote one parent: "I can't believe how far my child has come since starting this group".

Our 'Sleep Service' has been running since last October and to date we have received 32 referrals. The outcomes have already been very positive, and we look forward to seeing this make a difference to more families' lives in the future.

Youth & Transition Services

The past 12 months have been highly successful for NANSAs Youth & Transition Services, characterised by growth and development, and excellent outcomes, both for our young people and for NANSAs as an organisation.

Partnership work has been a key factor in our success, the new 'Fast Forward' project being a notable new development. The project has proved extremely effective in helping young people achieve life-enhancing outcomes. Our key partners are the young people and families who use our services, and the range of activities which our Youth Service, 18+ and Springboard programmes offer illustrate our collaborative, inclusive and responsive approach to planning and service delivery. Activities develop from original suggestions by our young members, facilitated by our dedicated and energetic staff team and by our wonderful volunteers. We are about to re-tender with Norfolk County Council for a Short Breaks contract to provide Youth Services. We have secured funding to relaunch our 18+ holiday provision (now rebranded 'NANSAs Fusion') as well as the 'Fast Forward' project. We look to further develop a sustainable and exciting range of provision for young people which both builds on past and current successes and incorporates vibrant and innovative new ideas.

Adult Services

Gateway Qualifications have taken over from the Open College Network and over 70 accredited certificates have been awarded this year. We offer a wide range of courses including literacy, numeracy, work skills, IT, art, health and fitness sessions, geography, history, personal safety, and gardening. Service Users have also enjoyed a summer timetable which included trips out and about. Community Sports Foundation provided 30 weeks of sports-related activities, Ian Drury (from Volunteering Matters) delivered several courses on work and volunteering skills (Gateway accredited), and we continued to work with Petra Parker Joy of Food to give people experience in making healthy food.

Service User numbers have fluctuated, but have still averaged 90% capacity over the year. We are concerned that financial cutbacks by Norfolk County Council will have an impact on us in the future – the personal budgets people receive may be affected and some people will see an impact on their transport provision, since the Council are planning only to fund travel to a Service User's nearest service.

We continue to make safeguarding a high priority to ensure the safety of our Service Users and staff. Staff have received a variety of training including health and safety, food hygiene, safeguarding, first aid, infection control, and risk assessment.

Artshopproject

The Artshopproject has enjoyed a busy year of inclusive exhibitions, workshops and craft fairs, including one exhibition of work in the John Lewis store. The Artshop Team have been involved at every stage of the process of curating the exhibitions, giving them excellent experience. The 11 Trainees at the Artshop have achieved 15 awards throughout the year, displaying their determination, hard work and progress. The Lord Mayor, Judith Lubbock, kindly sat in full regalia for NANSAs artists to paint or draw her portrait at the Adult & Youth Centre. The finished portraits of the Mayor were subsequently displayed in the Artshopproject gallery, together with a self-portrait supplied by the Mayor herself.

Train & Trade

Aylsham Road shop continues to be successful in sales and donations and is always busy with trainees. Customer comments often describe it as an 'Aladdin's Cave'.

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EXECUTIVE COMMITTEE'S REPORT (continued)
for the year ended 31 March 2015

Thorpe Avenue has also started to bed in as part of its local community and donations to the shop have been high, although we still have a number of trainee placements available.

Wrap & Roll completed its first trading year in June 2015, and this has developed into a popular community café with a strong group of trainees who have grown in confidence over the year. This has also benefitted from a joint partnership with the NHS Foundation Trust.

Referrals & Inclusion

In 2014/15 we processed a total of 144 enquiries. In 58 cases we were able to offer places, while nine have been up on the waiting list. A further 24 have been closed as the service required was either unsuitable or we were not able to meet the individual needs of the enquirer. At that time there were also 53 pending referrals. We are looking forward to the coming year where we expect to see our referrals continuing at a steady rate. We plan to review and streamline the process currently used. With the team we now have, we are confident we can make Train & Trade a successful outreach project and we hope to secure further funding and get at least six people into employment beyond NANSAs.

Finance Team

Sara Wilson had an immediate and positive impact when she joined the team in May 2014. She helped to set up the financial administration of the Wrap & Roll Café, and recovered outstanding debts from our corporate clients, thus producing a healthy cash flow position. We have enabled the Executive Team to introduce the measures necessary to deliver a strong financial performance over the year and we have provided forecast management information in key areas of business activity. With recent upgrades to systems we will be in an even better position to ensure healthy finances in 2015/16 and beyond.

b. FUNDRAISING ACTIVITIES/INCOME GENERATION

Fundraising & Marketing

From staff members colouring their beards pink or running half marathons, to Service Users doing a sponsored swim and silence, supporters have taken on a range of challenges to raise funds for NANSAs. A group of local students organised a fundraising event alongside the National Citizen Service Programme, hosting a fashion show to showcase NANSAs Charity Shop goods. NANSAs hosted its first Charity Vintage Fair as part of the Sheringham 1940's weekend, featuring clothes stalls, music, dancing, makeovers, as well as tea and cake! Other successful events included the Easter Extravaganza, Quiz & Chips night as part of National Chip Week and 'Sparkle', an event to help raise funds to refurbish the NANSAs Adult and Youth Centre. We are very grateful for the sponsorship from the ladies at Saxon Court who held coffee mornings to fund NANSAs's first money spinner. The NANSAs entry into the Lord Mayor's Procession was awarded a runner-up cheque of £100 and the stall at the Norfolk Show was a great opportunity to raise awareness about the services NANSAs provides.

Retail

The Retail Team are making good progress in the area of Gift Aid, producing additional income for the charity. Prices in the shops have been raised by 25 pence, but we are still one of the less expensive charities on our high streets. The quality and quantity of donations is rising again, giving our faithful customers more choice and lots more options to buy (and donate). As always, the shops would not work without the selfless help of our many volunteers and the great staff we have looking after every one of our shops. There are plenty of new and exciting things to be done in the months ahead.

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EXECUTIVE COMMITTEE'S REPORT (continued)
for the year ended 31 March 2015

c. GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

FINANCIAL REVIEW

a. RESERVES POLICY

The Charity has a policy of retaining sufficient funds to allow a planned withdrawal from an activity should funding for that activity cease. The policy is to build up a level of reserves that is equivalent to approximately three months of annual expenditure.

As at 31 March 2015 free reserves (comprising of unrestricted net current assets and readily realisable investments) amounted to £165K. Quarterly budget meetings monitor the situation of the reserves and budget projections indicate these will build up to the level required by the Reserves Policy within 3 years.

b. PRINCIPAL FUNDING

Income from Norfolk County Council as discussed above under review of activities is the main principal funding to enable the objectives of the charity to be carried out.

c. KEY FINANCIAL PERFORMANCE INDICATORS

The Executive Committee considers that the company's KPIs that communicate the financial performance are as follows:

	2015	2014
	%	%
Increase / (decrease) in trading income	9.9	(0.5)
Increase / (decrease) in charitable income	20.5	26.8
Increase / (decrease) in donations/grants	(19.6)	31.6
Increase / (decrease) in total income	13.4	15.8
(Increase) / decrease in total expenditure (*)	(6.8)	(14.2)
Free reserves / total expenditure (*)	13.0	NIL
	£	£
Net current assets (*)	180,206	19,198
Total funds (*)	758,626	654,387

(*) Expenditure in 2014/5 in the accounts includes £43,639 in respect of pension cost credits attributable to 2013/4. The above ratios reflect the increase / (decrease) in expenditure and funds after the reallocation of these credits to 2013/4.

NORFOLK AND NORWICH SCOPE ASSOCIATION
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EXECUTIVE COMMITTEE'S REPORT (continued)
for the year ended 31 March 2015

PLANS FOR THE FUTURE

a. FUTURE DEVELOPMENTS

NANSA's plans for the coming year include:

- raising the charity's profile in Norfolk
- completing the installation of new IT systems and customer relations software
- increasing fundraising activities considerably
- producing two promotional films and a high quality brochure to highlight our work and what we offer
- reviewing our property needs at the Adult Centre and then relaunching the appeal
- looking at partnerships with other providers
- strengthening the range of services open to people of all ages and securing their sustainability
- growing the Train & Trade brand and empowering our Service Users to achieve their ambitions for moving into work

In conclusion, we would like to thank all those involved in running the charity and the Service Users who choose us.

NORFOLK AND NORWICH SCOPE ASSOCIATION
(A company limited by guarantee)

EXECUTIVE COMMITTEE'S REPORT (continued)
for the year ended 31 March 2015

DISCLOSURE OF INFORMATION TO AUDITOR

So far as each of the Executive Committee is aware at the time the report is approved:

- there is no relevant audit information of which the company's auditor . Under company law the Executive Committee must not approve the financial statements unless they are satisfied that they unaware, and
- the Executive Committee 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 . Under company law the Executive Committee must not approve the financial statements unless they are satisfied that they aware of that information.

AUDITOR

The auditor, MA Partners LLP, has indicated its willingness to continue in office. The Designated Executive Committee will propose a motion re-appointing the auditor at a meeting of the Executive Committee.

In preparing this report, the Executive Committee have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Executive Committee on 17 September 2015 and signed on their behalf by:



G A Doy

NORFOLK AND NORWICH SCOPE ASSOCIATION
(A company limited by guarantee)

EXECUTIVE COMMITTEE'S RESPONSIBILITIES STATEMENT
for the year ended 31 March 2015

The Executive Committee (who are also directors of Norfolk and Norwich Scope Association for the purposes of company law) are responsible for preparing the Executive Committee's report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Executive Committee to prepare financial statements for each financial year. Under company law the Executive Committee 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 Executive Committee are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of 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 operation.

The Executive Committee 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 charitable 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.

NORFOLK AND NORWICH SCOPE ASSOCIATION
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NORFOLK AND NORWICH SCOPE ASSOCIATION

We have audited the financial statements of Norfolk and Norwich Scope Association for the year ended 31 March 2015 set out on pages 13 to 27. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF EXECUTIVE COMMITTEE AND AUDITOR

As explained more fully in the Executive Committee's responsibilities statement, the Executive Committee (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Executive Committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Executive Committee's report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Executive Committee's report for the financial year for which the financial statements are prepared is consistent with the financial statements.

NORFOLK AND NORWICH SCOPE ASSOCIATION
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NORFOLK AND NORWICH SCOPE
ASSOCIATION

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Executive Committee were not entitled to prepare the financial statements in accordance with the small companies regime and to take advantage of the small companies' exemption from the requirement to prepare a Strategic report or in preparing the Executive Committee's report.



Frank Shippam BSc FCA DChA (Senior statutory auditor)

for and on behalf of

MA Partners LLP

Chartered Accountants
Statutory Auditor

7 The Close
Norwich
Norfolk
NR1 4DJ
23 September 2015

NORFOLK AND NORWICH SCOPE ASSOCIATION
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
including summary income and expenditure accounts
for the year ended 31 March 2015

	Note	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	35,494	55,944	91,438	113,679
Activities for generating funds	3	-	422,976	422,976	384,790
Investment income	4	-	331	331	189
Incoming resources from charitable activities	5	174,175	688,065	862,240	715,497
TOTAL INCOMING RESOURCES		209,669	1,167,316	1,376,985	1,214,155
RESOURCES EXPENDED					
Costs of generating funds:					
Fundraising expenses and other costs	3	-	279,069	279,069	240,652
Charitable activities	10	252,963	692,333	945,296	990,529
Governance costs	8	-	5,278	5,278	4,480
TOTAL RESOURCES EXPENDED		252,963	976,680	1,229,643	1,235,661
NET INCOMING / (OUTGOING) RESOURCES BEFORE TRANSFERS					
		(43,294)	190,636	147,342	(21,506)
Transfers between Funds	18	8,410	(8,410)	-	-
NET INCOMING RESOURCES / (RESOURCES EXPENDED) BEFORE REVALUATIONS					
		(34,884)	182,226	147,342	(21,506)
Gains and losses on revaluations of investment assets	14	-	536	536	1,072
NET MOVEMENT IN FUNDS FOR THE YEAR		(34,884)	182,762	147,878	(20,434)
<i>Total funds at 1 April 2014</i>		<i>57,112</i>	<i>553,636</i>	<i>610,748</i>	<i>631,182</i>
TOTAL FUNDS AT 31 MARCH 2015		22,228	736,398	758,626	610,748

The notes on pages 15 to 27 form part of these financial statements.

NORFOLK AND NORWICH SCOPE ASSOCIATION
(A company limited by guarantee)
Registered number: 02854806

BALANCE SHEET
as at 31 March 2015

	Note	£	2015 £	£	2014 £
FIXED ASSETS					
Tangible assets	13		746,351		717,527
Investments	14		6,951		6,415
			<u>753,302</u>		<u>723,942</u>
CURRENT ASSETS					
Stocks		2,651		2,915	
Debtors	15	103,570		141,100	
Cash at bank and in hand		205,612		30,146	
		<u>311,833</u>		<u>174,161</u>	
CREDITORS: amounts falling due within one year	16	<u>(131,627)</u>		<u>(198,602)</u>	
NET CURRENT ASSETS/(LIABILITIES)			<u>180,206</u>		<u>(24,441)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>933,508</u>		<u>699,501</u>
CREDITORS: amounts falling due after more than one year	17		<u>(174,882)</u>		<u>(88,753)</u>
NET ASSETS			<u>758,626</u>		<u>610,748</u>
CHARITY FUNDS					
Restricted funds	18		22,228		57,112
Unrestricted funds	18		736,398		553,636
TOTAL FUNDS			<u>758,626</u>		<u>610,748</u>

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Executive Committee on 17 September 2015 and signed on their behalf, by:



G A Doy

The notes on pages 15 to 27 form part of these financial statements.

NORFOLK AND NORWICH SCOPE ASSOCIATION
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2015

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, 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, applicable accounting standards and the Companies Act 2006.

1.2 COMPANY STATUS

The company is a company limited by guarantee. The members of the company are the Executive Committee named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Executive Committee in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 INCOMING RESOURCES

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

NORFOLK AND NORWICH SCOPE ASSOCIATION
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2015

1. ACCOUNTING POLICIES (continued)

1.5 RESOURCES EXPENDED

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.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

1.6 CASH FLOW

The financial statements do not include a Cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £250 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	Not depreciated
L/Term leasehold property	-	Not depreciated
Motor vehicles	-	25% Reducing balance
Office equipment	-	15% Reducing balance

Freehold property and longterm leasehold property are not depreciated. The leasehold property has over fifty years remaining and, as with the freehold property, it is considered that the depreciation would be immaterial as the estimated residual value of the property is not materially different from the carrying amount. Annual impairment reviews are performed and carrying values adjusted if required.

1.8 INVESTMENTS

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

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1. ACCOUNTING POLICIES (continued)

1.9 STOCKS

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete, slow-moving and damaged stock where the net realisable value is less than cost. Cost is determined on a first in first out basis. Net realisable value represents estimated selling price less costs to complete and sell.

1.10 PENSIONS

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2. VOLUNTARY INCOME

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Donations	15,500	55,944	71,444	70,444
Grants	19,994	-	19,994	43,235
	<hr/>	<hr/>	<hr/>	<hr/>
Voluntary income	35,494	55,944	91,438	113,679
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2015

3. TRADING ACTIVITIES

	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
CHARITY TRADING INCOME			
Charity shop	377,943	377,943	370,477
Art shop	13,989	13,989	14,313
Café sales	31,044	31,044	-
	<u>422,976</u>	<u>422,976</u>	<u>384,790</u>
FUNDRAISING TRADING EXPENSES			
Charity shop - salaries	168,304	168,304	138,965
Charity shop - pensions	1,126	1,126	587
Charity shop - staff expenses	2,357	2,357	2,357
Charity shop - casual salaries	826	826	270
Charity shop - equipment	622	622	-
Charity shop - rent and rates	53,749	53,749	63,281
Charity shop - heat and light	11,580	11,580	7,084
Café purchases	14,418	14,418	-
Repairs and renewals	14,995	14,995	12,822
Sundries	5,058	5,058	6,460
Insurance	844	844	844
Finance charges	2,831	2,831	4,783
Telephone	1,249	1,249	2,240
Depreciation	1,110	1,110	959
	<u>279,069</u>	<u>279,069</u>	<u>240,652</u>
Net income from trading activities	<u>143,907</u>	<u>143,907</u>	<u>144,138</u>

4. INVESTMENT INCOME

	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Investment income - listed investments	331	331	189
	<u>331</u>	<u>331</u>	<u>189</u>

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NOTES TO THE FINANCIAL STATEMENTS
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5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
Local Authority funding (including personal budgets)	164,439	429,990	594,429	558,392
Service user training fees	-	199,361	199,361	139,804
Other incoming resources	9,736	58,714	68,450	17,300
Total	174,175	688,065	862,240	715,496

6. GRANTS TO INSTITUTIONS

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Fast Forward project grants	12,837	-	12,837	-

7. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Association	78,225	261,009	339,234	326,144
Adult Centre	3,000	317,354	320,354	330,340
Children and Family Services	171,738	6,995	178,733	203,375
Art Shop	-	66,887	66,887	82,886
Train & Trade	-	40,088	40,088	47,784
Total	252,963	692,333	945,296	990,529

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NOTES TO THE FINANCIAL STATEMENTS
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7. EXPENDITURE BY CHARITABLE ACTIVITY (continued)

SUMMARY BY EXPENDITURE TYPE

	Staff costs 2015 £	Depreciation 2015 £	Other costs 2015 £	Total 2015 £	<i>Total</i> 2014 £
Association	269,431	3,094	66,709	339,234	326,144
Adult Centre	274,309	5,322	40,723	320,354	330,340
Children and Family Services	133,700	1,847	43,186	178,733	203,375
Art Shop	38,825	-	28,062	66,887	82,886
Train & Trade	24,351	-	15,737	40,088	47,784
	<u>740,616</u>	<u>10,263</u>	<u>194,417</u>	<u>945,296</u>	<u>990,529</u>

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NOTES TO THE FINANCIAL STATEMENTS
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8. GOVERNANCE COSTS

	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Auditors' remuneration	5,278	5,278	4,480

9. SUPPORT COSTS

	Association £	Adult Centre £	Children and Family Services £	Train & Trade £	Total 2015 £	Total 2014 £
Establishment	13,804	-	-	14,261	28,065	18,574
Marketing	4,494	-	-	-	4,494	7,441
Administration	27,806	-	-	1,476	29,282	26,887
Wages and salaries	195,013	-	-	-	195,013	170,773
Pension cost	11,878	-	-	-	11,878	11,472
Depreciation	3,094	5,322	1,847	-	10,263	10,151
	<u>256,089</u>	<u>5,322</u>	<u>1,847</u>	<u>15,737</u>	<u>278,995</u>	<u>245,298</u>

10. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2015 £	Grant funding of activities 2015 £	Support costs 2015 £	Total 2015 £	Total 2014 £
Association	70,308	12,837	256,089	339,234	325,157
Adult Centre	315,032	-	5,322	320,354	331,327
Children and Family Services	176,886	-	1,847	178,733	203,375
Art Shop	66,887	-	-	66,887	82,886
Train & Trade	24,351	-	15,737	40,088	47,784
Total	<u>653,464</u>	<u>12,837</u>	<u>278,995</u>	<u>945,296</u>	<u>990,529</u>

NORFOLK AND NORWICH SCOPE ASSOCIATION
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2015

11. NET INCOMING / (OUTGOING) RESOURCES

This is stated after charging:

	2015	2014
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	11,373	12,392
External audit costs	5,278	4,480
Pension costs	12,946	16,222
	12,946	16,222

During the year, no Executive Committee Member received any remuneration (2014 - £NIL).
 During the year, no Executive Committee Member received any benefits in kind (2014 - £NIL).
 During the year, no Executive Committee Member received any reimbursement of expenses (2014 - £NIL).

12. STAFF COSTS

Staff costs were as follows:

	2015	2014
	£	£
Wages and salaries	897,100	929,394
Other pension costs	12,946	16,222
	910,046	945,616

The average monthly number of employees during the year was as follows:

	2015	2014
	No.	No.
Direct charitable	24	25
Trading	11	11
Management and administration	6	5
	41	41

No employee received remuneration amounting to more than £60,000 in either year.

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NOTES TO THE FINANCIAL STATEMENTS
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13. TANGIBLE FIXED ASSETS

	Land and buildings £	Motor vehicles £	Office equipment £	Total £
COST				
At 1 April 2014	653,621	16,100	150,767	820,488
Additions	34,352	-	5,845	40,197
At 31 March 2015	<u>687,973</u>	<u>16,100</u>	<u>156,612</u>	<u>860,685</u>
DEPRECIATION				
At 1 April 2014	-	7,044	95,917	102,961
Charge for the year	-	2,264	9,109	11,373
At 31 March 2015	<u>-</u>	<u>9,308</u>	<u>105,026</u>	<u>114,334</u>
NET BOOK VALUE				
At 31 March 2015	<u>687,973</u>	<u>6,792</u>	<u>51,586</u>	<u>746,351</u>
<i>At 31 March 2014</i>	<u>653,621</u>	<u>9,056</u>	<u>54,850</u>	<u>717,527</u>

As at 31 March 2015, included within the net book value of land and buildings is £471,331 (2014: £466,297) relating to freehold land and buildings and £216,642 (2014: £187,324) relating to long term leasehold land and buildings.

14. FIXED ASSET INVESTMENTS

	Listed securities £
MARKET VALUE	
At 1 April 2014	6,415
Revaluations	536
At 31 March 2015	<u>6,951</u>
INVESTMENTS AT MARKET VALUE COMPRISE:	
	2015 £
Listed investments	<u>6,951</u>
	2014 £
	<u>6,415</u>

All the fixed asset investments are held in the UK.

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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2015

15. DEBTORS

	2015	2014
	£	£
Trade debtors	78,861	90,142
Other debtors	10,249	37,309
Prepayments and accrued income	14,460	13,649
	103,570	141,100

**16. CREDITORS:
AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Bank loans	15,683	18,551
Trade creditors	4,574	16,221
Other taxation and social security	15,188	15,254
Other creditors	-	51,271
Accruals and deferred income	96,182	97,305
	131,627	198,602

DEFERRED INCOME

	£
Deferred income at 1 April 2014	71,021
Resources deferred during the year	83,429
Amounts released from previous years	(71,021)
	83,429

Bank loans due within one year amounting to **£15,683** (2014: £8,677) are secured.

**17. CREDITORS:
AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2015	2014
	£	£
Bank loans	174,882	88,753
	174,882	88,753

Creditors include amounts not wholly repayable within 5 years as follows:

	2015	2014
	£	£
Repayable by instalments	110,429	-
	110,429	-

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17. CREDITORS:
AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR (continued)

Bank loans due after one year amounting to £174,882 (2014: £88,753) are secured.

18. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers £	Gains/ (Losses) £	Carried Forward £
UNRESTRICTED FUNDS						
General Fund	553,636	1,167,316	(976,680)	(8,410)	536	736,398
RESTRICTED FUNDS						
Children and Family Services	-	97,298	(81,840)	-	-	15,458
Short Breaks Capital	43,235	-	(43,235)	-	-	-
Youth and Transition Services	10,387	92,377	(111,174)	8,410	-	-
Restricted equipment	490	-	(490)	-	-	-
ARC Kitchen Appeal	3,000	-	(3,000)	-	-	-
Fast Forward	-	19,994	(13,224)	-	-	6,770
	<u>57,112</u>	<u>209,669</u>	<u>(252,963)</u>	<u>8,410</u>	<u>-</u>	<u>22,228</u>
Total of funds	<u><u>610,748</u></u>	<u><u>1,376,985</u></u>	<u><u>(1,229,643)</u></u>	<u><u>-</u></u>	<u><u>536</u></u>	<u><u>758,626</u></u>

The **Children and Family Services** Department is comprised of School for Parents, a pre-school development programme for children with cerebral palsy/other motor disabilities and Sense & Touch, a pre-school sensory learning activity programme for children with learning/physical disabilities. NANSA Sleep Counselling Service and Right from the Start, a training programme for professionals who support parents of children with disabilities around the time of diagnosis of disability, are also included within this department, along with other family support & information services which provide children with disabilities and their families with better access to the information they need to receive relevant support and services.

Youth and Transition Services consists of fortnightly leisure, activity and transition groups for 11-18 year olds with physical and learning disabilities and complex additional needs. It also consists of a holiday transitional activity/outreach group for young people aged 15-18 years with physical and learning disabilities and complex additional needs, the NANSA Springboard (self-directed leisure group for young adults aged 18-25 years with physical and learning disabilities) and the Norfolk PIP Project, a peer review

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NOTES TO THE FINANCIAL STATEMENTS
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18. STATEMENT OF FUNDS (continued)

programme involving young people with disabilities in reviewing Norfolk short breaks provision.

The purpose of the transfer from unrestricted general funds to the Youth and Transition Services restricted fund is to reallocate the amount overspent on this fund.

The **Short Breaks Capital** fund represents a grant from Norfolk County Council to build, furnish and equip (with sensory equipment) a Youth Services Room (conservatory extension) at NANSAs Adult & Youth Services Centre, to upgrade facilities for children with disabilities at NANSAs Children & Family Services Centre, including improved fencing, a new cookery area and the creation (and furnishing) of a specific room for children aged 5 to 10 years with disabilities, and to purchase cookery, gardening and sensory equipment.

The **Restricted equipment** fund consists of all restricted donations towards the purchase of specific items of equipment for use in the charity's core activities. The transfer to unrestricted general funds is where restrictions have been satisfied in respect of specific donations.

The **ARC Kitchen Appeal** fund represents funds raised to transform the canteen facilities at NANSAs Adult & Youth Services Centre into a "Coffee Bar" environment.

The **Fast Forward** fund relates to funding received from Momentum for a joint project between NANSAs, Musical Keys and OPEN based on working with young people on the 'edge' of disability with an aim of providing opportunities and support for them to access mainstream services alongside their non-disabled peers.

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers £	Gains/ (Losses) £	Carried Forward £
General funds	553,636	1,167,316	(976,680)	(8,410)	536	736,398
Restricted funds	57,112	209,669	(252,963)	8,410	-	22,228
	<u>610,748</u>	<u>1,376,985</u>	<u>(1,229,643)</u>	<u>-</u>	<u>536</u>	<u>758,626</u>

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Tangible fixed assets	-	746,351	746,351	717,527
Fixed asset investments	-	6,951	6,951	6,415
Current assets	105,657	206,177	311,834	174,162
Creditors due within one year	(83,429)	(48,199)	(131,628)	(198,603)
Creditors due in more than one year	-	(174,882)	(174,882)	(88,753)
	<u>22,228</u>	<u>736,398</u>	<u>758,626</u>	<u>610,748</u>

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20. OPERATING LEASE COMMITMENTS

At 31 March 2015 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2015	2014
	£	£
EXPIRY DATE:		
Within 1 year	7,500	-
Between 2 and 5 years	29,500	25,000
After more than 5 years	16,500	12,000
	<u> </u>	<u> </u>